



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 218	Approval Date: 11/15/11
Policy Title: VACATION	Effective Date: 01/01/12
Owner: Human Resources Committee	Revision Date(s): 8/05/14; 7/1/16; 5/2/17; 3/21/19; 2/3/20; 07/08/25

I. PURPOSE

The purpose of this Vacation policy is to establish clear guidelines for the accrual, usage, and management of paid vacation time. This ensures employees have opportunities for personal time away from work while allowing the organization to maintain operational effectiveness.

II. POLICY

This policy outlines how employees accrue vacation time based on their length of service and employment status. This policy applies to eligible employees except those employees covered by a collective bargaining agreement, unless specifically stated otherwise in the agreement.

A. Definitions

1. Day – A “day” is defined as eight (8) hours or 7.75 hours for some Clearview positions.

III. STANDARDS

A. Eligibility

1. Employees hired on or after January 1, 2022 are under the Paid Time Off (PTO) Policy and not eligible for vacation.
2. Employees hired after January 1, 1977 must take all vacation days off within twelve (12) months of the anniversary date they are earned.

B. Schedule

1. Regular full time employees will earn paid vacation based upon their anniversary date of employment in accordance with the following schedule:
 - After 1 year - Ten (10) vacation days
 - After 7 years - Fifteen (15) vacation days
 - After 14 years - Sixteen (16) vacation days
 - After 15 years - Seventeen (17) vacation days
 - After 16 years - Eighteen (18) vacation days
 - After 17 years - Nineteen (19) vacation days
 - After 18 years - Twenty (20) vacation days

- After 19 years - Twenty-one (21) vacation days
- After 20 years - Twenty-two (22) vacation days
- After 21 years - Twenty-three (23) vacation days
- After 22 years - Twenty-four (24) vacation days
- After 23 years - Twenty-five (25) vacation days

2. Employees may take vacation in units of one (1) or more working days or one (1) or more working hours when the supervisor does not need to replace that employee. Vacation pay is equal to the pay employees would have received when working their normal schedule of hours, exclusive of shift premium, if any.

C. Guidelines

Requests:

Each department determines when preferred vacation requests must be submitted. Length of service will be given consideration in granting choice of vacation time within a given job classification, however Department Heads will make the final determination regarding vacation requests. Part time Proration

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their vacation pay pro-rated. The pro-ration calculation will take place prior to the start of the new anniversary year and will take into consideration the number of hours paid to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of vacation hours paid versus vacation hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many hours of earned vacation the employee will be credited for use during the upcoming anniversary year.

D. Military Leave

Employees on military leave will be credited with all hours earned as if they were actively working.

E. Clearview

1. In the event the County finds it necessary to deny a vacation request by staff at Clearview, the affected employee may reschedule his/her vacation days during the remainder of the anniversary year.
2. If an employee desires to reschedule a vacation day or holiday/personal day, s/he will submit a written request to the Clearview Administrator for approval.
3. If multiple attempts to reschedule are unsuccessful, the employee may request an extension for consideration by the County Administrator.

F. Highway

Employees must take all their vacation days off within 12 months of the anniversary date they are earned. Employees will receive cash payment if unable to take scheduled vacation days off because of an emergency in the department.

IV. **PROCEDURE**

NA

V. **GUIDELINES**

NA