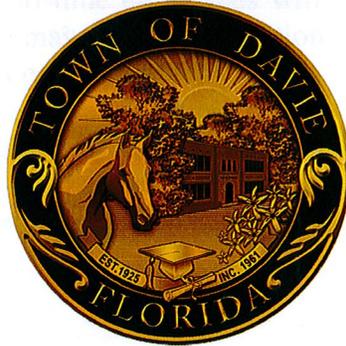


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**VACATION LEAVE
SOP #23-007**

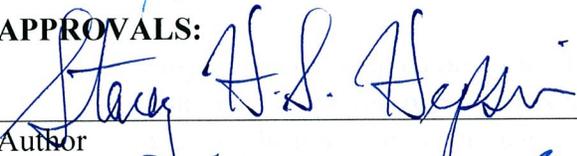
September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

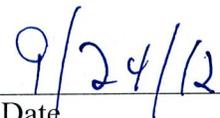
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:



Author



Date



Town Administrator



Date

1-1. POLICY.

It is the policy of the Town of Davie to establish specific guidelines on the accrual and appropriate usage of vacation leave for all Town of Davie employees.

All regular full-time and part-time employees will begin accruing vacation leave upon hire; however, employees may not use vacation time until they have successfully completed six (6) months of employment.

Vacation leave may be granted by the Department Director in conformance with rules established in this policy. All departments are required to maintain records of any absence from duty of their employees pursuant to Florida Statute, Chapter 119.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, and Part-Time employees.

1-3. PROCEDURE.

- a.** Eligibility. All regular full-time employees are eligible for and begin earning vacation leave with pay as outlined below; however, an employee may not take vacation leave until the employee has completed six (6) months of service. Part-time employees working at least twenty (20) hours per week shall be eligible for leave credit earned by full-time employees on a pro rata basis.
 - b.** Accrual of vacation leave. For purposes of accrual, the vacation year shall be October 1st through September 30th. Vacation is expressed in terms of working days. Except for certain employees in departments that regularly have employees work on holidays, holidays observed by the Town of Davie are not considered working days for vacation purposes. All forty (40) hour employees shall earn and may take vacation leave based on the following:
 - 1.** Employees with less than five (5) years of service accrue three and eight one-hundredths (3.08) hours biweekly, or ten (10) working days (eight-hour days) per year.
 - 2.** Employees who have completed five (5) but less than ten (10) years of service accrue four and sixty-two one-hundredths (4.62) hours biweekly, or fifteen (15) working days (eight-hour days) per year.
 - 3.** Employees who have completed ten (10) years of service accrue six and fifteen one-hundredths (6.15) hours biweekly, or twenty (20) working days (eight-hour days) per year.
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- c. Accumulation of vacation leave. Vacation leave shall be cumulative; however, at the end of the fiscal year, an employee's vacation leave balance up to an amount equal to the amount of vacation leave hours accrued during that fiscal year, as indicated in Section A and B above, shall be transferred to the following fiscal year. Employees with accrued vacation leave in excess of eighty (80) hours and who have utilized at least eighty (80) hours of leave time during the fiscal year, may be allowed to make an election during one month of the year (to be determined by the Town Administrator or designee) to sell the excess vacation leave time back to the Town of Davie, subject to available funds, at the discretion of the Town Administrator or designee. An employee may request the Town Administrator or designee to provide an extension of those hours above the amount set forth herein for a period not to exceed twelve months. All time sold will be deducted from the vacation time accumulation.

 - d. Administrative control and procedures.
 - 1. Scheduling vacation leave. Department Directors are encouraged to schedule vacation dates according to employee seniority, provided it does not interfere with departmental and Town of Davie operations.
 - 2. Separations and retirements. Employees retiring or resigning voluntarily who give reasonable notice of their intention to retire or resign their employment, and who have not taken their accrued vacation, may elect to either take their accrued vacation or be compensated for its value as of the employment end, provided they have completed six (6) months of service. No compensation for accrued vacation shall be paid to employees who are dismissed for cause.
 - 3. Death of an employee. All earned vacation credits of employees who die while in the employ of the Town of Davie shall be paid to the spouse or estate of said individual.
 - 4. Vacation Leave Form. Vacation leave shall be recorded on the prescribed leave authorization form. Prior to an employee taking vacation leave (which must have been scheduled and approved by the Department Director), the employee shall complete and sign the required form and return it to the immediate supervisor for Department Director approval and appropriate processing through department timekeeper and Budget and Finance Department.
 - 5. All departments are required to maintain records of any absence from duty of their employees pursuant to the State of Florida Records Retention Schedule.
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