

## 4.1-5.3 Vacation Leave

### Vacation

Oklahoma County intends vacation leave ~~is intended~~ to be used for vacations, personal business, and other time off work not covered by other paid leave or holiday provisions.

It may be used for sick leave if necessary.

Vacation leave is earned. ~~Vacation leave is posted as~~ monthly at one-twelfth (1/12) of the annual total allowed at ~~the~~ an employee's particular service level, ~~and; it~~ is available to use two (2) business days prior to ~~pay day~~ payday each month.

Eligible full-time employees shall accrue vacation leave; as noted above, ~~provided hours reported on their~~ but earned vacation leave shall be reduced for the pay cycle that an employee's time sheet ~~each pay cycle do not include~~ reports any of the following:

#### 1. Any unpaid leave category:

a. ~~Absent without leave~~ — should be used when an employee has no eligible paid leave to use during an unavoidable instance where they are not at work.

b. ~~FMLA leave unpaid~~ — is used to record eligible FMLA hours the employee is not at work and has exhausted the concurrent use of all eligible paid leave categories:

- Absent without leave

- FMLA leave unpaid

- e. ~~Military leave unpaid~~ — is used when an employee has been deployed for military service.

- d. ~~Administrative leave unpaid~~ — is used only with Elected Official or their representative's discretion.

- e. ~~Leave of absence without pay~~ — should only be used when an employee has a need for an extended absence without paid leave not to exceed 6 months.

- 2. Paid shared leave

- 3. Paid ~~workers' comp~~ worker's compensation leave

- 4. Suspension ~~or~~

- 5. Layoff.

Vacation leave earned shall be reduced for the pay cycle that an employee's time sheet reports any of the above listed unpaid or paid leave types.

Vacation rules are as follows:

1. ~~Temporary~~ or ~~and~~ part-time employees do not accrue ~~Vacation~~ vacation leave.

2. ~~Vacation leave accrual~~ Accrual rates, ~~for vacation leave are~~ based on years of service, and change as appropriate on the first day of ~~the~~ an employee's anniversary month of hire, or re-hire.

3. ~~Vacation leave must be earned before it is used.~~

4. ~~Vacation leave may be used for sick leave.~~

5. ~~No vacation will be longer than ten (10) consecutive work days, workdays (80 hours);) without permission of the appropriate Elected Official or their his or her representative.~~
6. ~~Vacation leave balance will not be reduced for any County-approved Holiday that falls within the scheduled absence.~~

7. ~~Vacation~~ An accrued vacation leave balance ~~accrued in excess of that exceeds~~ established limits will be lost each year if not used by June 30<sup>th</sup>, Oklahoma County's fiscal year end.

8. ~~If a full-time exempt or non-exempt employee is off work using Vacation vacation leave when an emergency shutdown of the County buildings is in declared, the employee shall receive no Emergency Shutdown Leave; and must continue to use Vacation vacation leave as originally scheduled.~~

9. ~~Vacation leave balance will transfer with an employee who transfers to another Oklahoma County office or department.~~

10. ~~Vacation leave will not be used in case of absence due to illness or injury for which Workers' Workers Compensation benefits are received; other than during the mandatory three-day waiting period before which the employee's Workers' Workers Compensation benefit payments commence.~~

11. ~~Vacation schedules are subject to prior approval by the employee's Elected Official or their representative's prior approval.~~

12. ~~his or her representative. Upon separation, an employee will be paid for the balance of accrued Vacation vacation leave up to the accumulation limit at their his or her current hourly rate of pay.~~

19 O.S. §1301;

74 O.S. §840-2.20

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