

<b>COUNTY OF WASHINGTON Pennsylvania</b>	<b>Vacation Carryover Policy</b>	<b>PAGE: 1 OF 3</b>
------------------------------------------------------	--------------------------------------	-------------------------

## **POLICY**

The policy of Washington County is for salaried employees to use vacation days during the calendar year in which the allotment is earned. Exceptions to this policy may occur due to operational requirements of the County.

## **SCOPE**

This policy applies to all full time and part time salaried employees eligible for vacation days.

Bargaining unit personnel are required to utilize vacation days in accordance with the respective collective bargaining agreements.

## **CARRY OVER POLICY**

Salaried employees are required to utilize vacation day allotments between the calendar year January 1 and December 31. Carryover of vacation days from one calendar year to another calendar year is generally not permitted. An exception will be considered if due to operational requirements an employee is unable to schedule all of his/her vacation allotment during the same calendar year. In order for vacation carryover to be considered, the supervisor of the salaried employee must forward an approved request for the salaried employee to carryover vacation days to the Director of Human Resources for approval.

Requests for vacation carryover must be submitted to the Director of Human Resources by December 1<sup>st</sup> in order to be considered. Requests may be approved for carryover days of 5 or less. Any requests in excess of 5 days must receive approval from the Board of Commissioners. Any vacation days that were not used or approved for carryover by December 31 will be forfeited.

Approved vacation days that are carried over to the year after the original allotment was earned, must be utilized by June 30 of the following year. In addition, carry over days

will not be paid out if an employee leaves their employment during the year.

*Example: Vacation days were originally allotted in the year 2019. Permission was granted to carryover vacation days into 2020. Therefore, the carried over days from 2019 must be utilized by June 30, 2020.*

### **PROCEDURE TO SCHEDULE VACATION**

Salaried employees must schedule vacation days during the calendar year with the advance approval of their supervisor. Employees are responsible for scheduling vacation days without undue disruption of department operations. Therefore, it is suggested that vacation leave requests for salaried employees be submitted with sufficient advance notice of at least two weeks so that appropriate plans can be made to ensure continuity of coverage in the department.

### **RESPONSIBILITY**

Directors are responsible for managing the vacation schedules in their respective departments and administering the provisions for this policy.

**INTERPRETATION and CONTROL**

The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

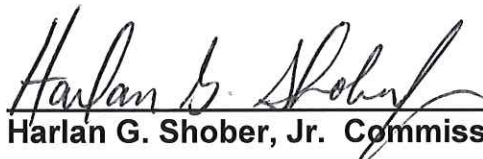
The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

ADOPTED this 7<sup>th</sup> day of November, 2019, per minute.  
Ratified: Minute # 1091

**COUNTY OF WASHINGTON**

  
\_\_\_\_\_  
Larry Maggi, Commissioner  
Chairman

  
\_\_\_\_\_  
Diana Irey Vaughan, Commissioner

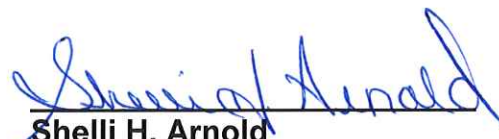
  
\_\_\_\_\_  
Harlan G. Shober, Jr. Commissioner

**ATTEST:**

  
\_\_\_\_\_  
Cynthia Griffin  
Chief Clerk

**Approved as to Form and Legality:**

  
\_\_\_\_\_  
Lynn DeHaven  
Solicitor

  
\_\_\_\_\_  
Shelli H. Arnold  
Director of Human Resources