

Kings Community Action Organization

Administrative Policy

AP 3275

Human Resources: Vacation and Holiday pay

Vacation and Holidays

Purpose: To provide employees with paid time off for vacation and holidays.

Vacation:

Temporary, emergency, and substitute employees shall not accrue vacation leave. For all other employees, vacation leave shall accrue immediately upon hire for each hour paid (except sick leave and overtime hours paid). Vacation hours will accrue in accordance with the schedule below for continuous years of employment (including approved leaves and seasonal breaks):

- Years one and two: 0.0385 hours for each hour paid.
- Years three, four, and five: 0.0577 hours for each hour paid.
- Year six and beyond: 0.0769 hours for each hour paid.

Employees rehired within twelve months of a layoff due to funding will maintain the applicable accrual rate present at the time of layoff and receive credit for years of service prior to the layoff. Any other break in service will reset the accrual rate to the rehire date.

Employees shall be allowed to accrue a maximum of 160 hours of vacation leave. Employees must successfully complete the Introductory Period (and any extension) before utilizing accrued but unused vacation leave. Leave balances will be published on each employee's pay stub and/or online self-service portal. Vacation leave requests must also be documented by completing the appropriate time off request on the online Time and Attendance module at least three days in advance of the requested vacation leave unless otherwise approved by the supervisor or unless otherwise specified for union employees in the SEIU Memorandum of Understanding. All vacation leave requests are subject to the approval or denial of the immediate supervisor based on the needs of the organization. *Employees who are assigned to a classroom environment (i.e. Head Start classes or the State Preschool) are normally expected to take vacation at times school is not in session.*

Consistent with work requirements, every effort will be made to approve vacation leave requests. However, business demands may prevent the agency from honoring a vacation leave request. In the event that two employees have requested the same time for vacation leave and both cannot be absent at the same time, the needs of the program (as discerned by the supervisor) will be the determining factor. *The timing and the length of approved vacation leave are within the Agency's discretion and a decision whether to grant a vacation leave request will depend upon the needs of the program.*

All eligible employees in the Introductory Period shall immediately begin vacation leave accrual.

Holidays:

Temporary, emergency, and substitute employees are not eligible for holiday pay. All other employees are eligible for holiday pay immediately upon hire in accordance with the employee's normally scheduled work days and straight time hours, excluding overtime. An employee on an unpaid leave of absence is not eligible for holiday pay.

The following holidays shall be observed by KCAO:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Day	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day

When a holiday falls on a Saturday it is normally observed on the preceding Friday. If a holiday falls on a Sunday it will normally be observed on the following Monday.

The Barbara Saville Shelter operates seven days per week, year round. For this reason, shelter staff may be able to claim holiday pay on an alternative day than what is normally observed by the agency. Holiday pay must still be claimed on a day the employee is scheduled to work. Possible alternative dates are determined in advance by the Administrative Services Director or their designee, and communicated with Shelter employees through an annual memorandum.

KCAO will operate at a reduced level on or before Christmas Eve through New Year's Day ("Year End").

Non-exempt employees: Even though many non-exempt employees will not be scheduled to work during Year End, available accrued vacation leave will be approved using the vacation request approval process described earlier in this policy.

Exempt employees: All exempt employees will be scheduled to work during Year End, but may also request vacation leave, subject to the vacation request approval process described earlier in this policy. Consistent with work requirements, every effort will be made to approve vacation leave requests for exempt employees during this period.

Adopted by Board of Directors:	June 15, 2011
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