



# ALLEGHENY COUNTY DEPARTMENT OF HUMAN RESOURCES

## Policies and Procedures

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### Paid Benefit Time: Vacation

Date Issued: Wednesday, January 03, 2024

Previous Issues: **This excerpt supersedes and replaces all previously issued editions of the vacation policy and all prior notices, policies, and procedures to the extent that they are inconsistent with the information contained in the most recent employee handbook.**

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- I. **Purpose/Background:** To offer paid vacation time to all eligible, full-time employees.
- II. **Scope:** This policy applies to eligible non-union, full-time employees. Bargaining unit employees should refer to their respective collective bargaining agreement for applicable provisions on vacation time and vacation pay.
- III. **Policy Statement:** Full-time employees are provided paid vacation time based upon years of service. Vacation time is prorated during the first year of service in accordance with the following schedules:

<b>Schedule 1: Vacation Days Allotted by Hiring Month</b>			
<b>Hire Month</b>	<b>Vacation Days (Hours)</b>	<b>Hire Month</b>	<b>Vacation Days (Hours)</b>
January	15 days (120 hours)	July	8 days (63 hours)
February	14 days (112 hours)	August	7 days (56 hours)
March	13 days (104 hours)	September	5 days (40 hours)
April	12 days (96 hours)	October	4 days (32 hours)
May	10 days (80 hours)	November	2 days (8 hours)
June	9 days (72 hours)	December	2 days (8 hours)

Employees actively employed or on a leave of absence on January 1st of each year are eligible for paid vacation in accordance with the following schedule based upon their years of service:

<b>Schedule 2: Vacation Days Allotted by Years of Service</b>	
<b>Years of Service Completed as of Anniversary Date</b>	<b>Vacation Days (Hours)</b>
Beginning 0 through 4 years	15 days (120 hours)
Beginning 5 through 9 years	20 days (160 hours)
Beginning 10 years or more	20 days + one day per additional year, up to a maximum of 25 days (200 hours)

Allegheny County does not allow for the cash equivalent of vacation time, which is not expended by the employee, except upon voluntary termination, involuntary termination for reasons other than just cause or in the event of death.

Employees who voluntarily terminate their employment in good standing (with adequate notice) will receive a prorated cash equivalent of any unused days for which they would otherwise be eligible in accordance with the schedule below:

<b>Schedule 3: Vacation Days Allotted by Termination Month</b>												
<b>Years of Service</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
0-4	2	2	4	5	7	8	9	10	12	13	14	15
5-9	2	3	5	7	9	10	12	14	15	17	19	20
10	2	4	6	7	9	11	13	14	16	18	20	21
11	2	4	6	8	10	11	13	14	17	19	21	22
12	2	4	6	8	10	12	14	16	18	20	22	23
13	2	4	6	8	10	12	14	16	18	20	22	24
14+	2	5	7	9	11	13	15	17	19	21	23	25

Any vacation days taken for which the employee was not yet eligible per the above schedule, will be deducted from their final paycheck.

Each designated month requires you to work the 1<sup>st</sup> of the month. If the 1<sup>st</sup> falls on a weekend, you are required to work the full day prior to the weekend.

Allegheny County reserves the right to change this policy at any time.

- IV. **Procedures:** Employees must submit vacation time requests in accordance with procedures required by their department.
- V. **Interpretation:** The authority for interpretation of this policy rests with the Allegheny County Director of Human Resources.