

VI.3 Vacation Leave

A regular full-time employee shall earn paid vacation leave based on length of service as follows:

Years of Service	Annual Hours Accrued	Accrued per Pay Period
0-1.99	86.25	3.6
2-4.99	105	4.38
5-9.99	127.50	5.32
10-14.99	150	6.3
15-19.99	172.50	7.2
20+	191.25	8

An employee who is not on a pay status for as much as one-half (1/2) of the scheduled working days of a month shall not receive vacation credit for that month. (Pay status is defined as the status of an employee who is receiving pay from Hertford County whether the pay is regular salary, sick pay, compensatory time pay or vacation pay.)

The maximum accumulation of Vacation Leave shall be 240 hours. Any hours accumulated over the maximum shall be converted to sick leave on December 31st of each calendar year. Converted sick leave shall be used in the same manner as accrued sick leave and may be used for authorized sick leave purposes. The Sick Leave policy addresses the utilization of sick leave.

An employee cannot work for the county while on paid vacation, nor is an employee authorized to use vacation leave that is accrued by another employee. No employee shall be paid for vacation leave without taking the time away from the job.

Vacation leave may be taken as earned by a regular employee when mutually convenient for the county and the employee. Vacation leave requests and scheduling are subject to approval by the department head.

At the time of separation of employment an employee shall be paid out for a maximum of 240 hours of accumulated vacation leave.

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