

Procedure No. 4-10-22  
Replaces Procedure No. 4-10-22

Revised: 01-01-24  
Issued: 08-24-99

**SUBJECT:** Vacation/Holiday and Sick Leave for all employees who are exempt from Federal Wage and Hour Guidelines.

**PURPOSE:** To carry out the mandate of Human Resources Policy No. 4.

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Employees who are exempt from Federal Wage and Hour Guidelines will accrue vacation/holiday and sick leave hours as follows:

**EMPLOYEES HIRED PRIOR TO JULY 1, 1993:**

Effective January 1, 1994 the following amounts will be accrued:

Vacation/Holiday: 224 hours annually (.1074 accrual rate)

Sick Leave: 96 hours annually (.0461 accrual rate)

There are no seniority increases in accrual rates.

Employees who were employed prior to 7-1-93 but did not start accruing vacation and sick leave until 1-1-94 will accrue at the same rates as those employed on or after 7-1-93.

**EMPLOYEES HIRED ON OR AFTER JULY 1, 1993:**

Vacation/Holiday: 184 hours annually (.0882 accrual rate)

Sick Leave: 96 hours annually (.0461 accrual rate)

Seniority increases:

5th year anniversary date 20 hours (.0978 accrual rate)

10th year anniversary date 20 hours (.1074 accrual rate)

No further anniversary date increases are given after the 10th anniversary date.

**EMPLOYEES HIRED ON OR AFTER OCTOBER 1, 2017:**

Vacation/Holiday: 136 hours annually (.0652 accrual rate)

Sick Leave: 70 hours annually (.0336 accrual rate)

Seniority increases:

5th year anniversary date 68 hours (.0978 accrual rate)

10th year anniversary date 20 hours (.1074 accrual rate)

No further anniversary date increases are given after the 10th anniversary date.

**Effective January 1, 2024 all new hires and employees that were hired on or after October 1, 2017 will receive:**

Vacation/Holiday: 184 hours annually (.0882 accrual rate)

Sick Leave: 96 hours annually (.0461 accrual rate)

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Seniority increases:

5th year anniversary date 20 hours (.0978 accrual rate)  
10th year anniversary date 20 hours (.1074 accrual rate)  
No further anniversary date increases are given after the 10th anniversary date.

**ALL EXEMPT EMPLOYEES REGARDLESS OF HIRE DATE - *Holiday leave accrues evenly over the entire year as a part of vacation leave.*** Holiday leave is based on the following ten holidays: New Year's Day, New Years Eve, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas day. Should a holiday fall on a weekend, the federally designated day will be considered the day scheduled off from work.

**\*\*\*EXEMPT STAFF WHO WORK IN PROGRAMS WILL BE REQUIRED TO USE 8 HOURS OF ETO FOR THE HOLIDAYS IDENTIFIED UNLESS THEY WORK IN THE HOME ON THE HOLIDAY. IF THEY KEEP THEIR CALLS ON THE HOLIDAYS IDENTIFIED THEY WILL ONLY BE REQUIRED TO USE 4 HOURS OF ETO.**

**VACATION AND SICK LEAVE ACCRUAL AND USAGE** – Exempt employees may accumulate unused vacation leave up to 320 hours and unused sick leave up to 600 hours. Employees will no longer accrue vacation or sick leave once they reach the maximum balance of 320 hours for vacation and 600 hours for sick leave.

**ETO accrual** will begin the first day of the month following hire date.

**Leave without pay** may be requested by the employee and granted by the Supervisor at supervisor's discretion if there is no ETO or Sick Leave available. For instances of unpaid leave where FMLA is not applicable, Insurance Benefits will terminate at the end of the month for which no paid time is received. Benefits will not be extended beyond the date through which employee contributions have been made. The Insurance provider will notify the employee of their COBRA rights and available options to continue insurance benefits. If an employee is enrolled in the Pension program, their account will be placed on leave of absence status until their return to active employment.

**ETO CASH-IN** – Exempt status employees are eligible for 2 vacation payouts annually. Employees must maintain a minimum balance of 80 hours. Employees can cash out up to a total of 160 hours annually. Exceptions must be approved by the Chief Operating Officer and/or the Chief Executive Officer.

It is encouraged that employees who are considering requesting a payout realize that ETO provides paid time away from work.

ETO payouts will not be approved during the time an employee is suspended from work.

If an employee is terminated any ETO payout is forfeited.

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**SUBJECT:** Vacation/Holiday and Sick Leave for all Program Supervisory personnel and employees who are exempt from Federal Wage and Hour Guidelines.

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**SEPARATION OF EMPLOYMENT** All exempt status employees will be expected to give 30 day written notice prior to leaving employment of Woodhaven and establish a transition plan for the completion of work assignments with their supervisor 48 hours after submitting their resignation. This is required before vacation balance will be paid. Any exception to this procedure may be made at the discretion of the Chief Executive Officer. A closeout evaluation will be completed by the employee's supervisor to assess their performance and to determine if they are an employee in good standing. If employee is determined to be in good standing any vacation time due will be paid at the time they receive their final paycheck, if all Woodhaven property is returned (including but not limited to, computer, phone, credit card, receipts, keys, etc). Sick leave balance, however is forfeited when employment is ended or the employee transfers to an on call status.

**TRANSFERS** - Should an employee transfer from an Exempt status position or be demoted from an Exempt Status position to a part-time or full-time non-exempt position, voluntarily or at the request of the leadership team, they will retain the sick leave balance to utilize, however they will no longer accrue sick time. If they demote to on call status the sick leave balance will be deleted.

**AN EMPLOYEE IN GOOD STANDING** is an employee that has a satisfactory six-month or annual performance appraisal with no suspensions or disciplinary actions and has fulfilled the expectations identified in their performance appraisal plan.

**All new hire employees will be required to complete their initial orientation and will then complete six months of employment prior to requesting any holiday off if the holiday falls on a regularly scheduled shift.**

For all current employees who are eligible to request time off per the Earned Time Off Procedures: Employees are not guaranteed all holidays off if requested in advance. Requests for any holiday time off must be submitted to your immediate supervisor for review. Considerations will be given based on the number of requests received, length of employment and needs of the individuals supported. Employees should prioritize the holidays they would like to request off and notify their supervisor of their requests as soon as possible.

**FAMILY ILLNESS** – Exempt employees may utilize sick leave to care for a spouse, child, or parent. “Child” includes both children under the age of 18 and children over that age who cannot care for themselves because of mental or physical disability.

**INSERVICE UPDATES** - Supervisory and Management Personnel who fail to complete their inservice updates by their expiration date are subject to progressive counseling which may affect salary increases or bonuses.

**REHIRES** – If an employee leaves employment and later is rehired, the ETO Accrual Rate will only be reinstated to the previous rate if the absence from employment was less than twenty one (21) days. This will apply to all status employees (Full Time, Part Time, On Call).

Approved by: \_\_\_\_\_  
Human Resource Director

Date: \_\_\_\_\_