



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Vacation Leave

Revised Date: August 30, 2021

I. Eligibility

Regular full-time and part-time non-elected employees of El Paso County shall be eligible to use vacation leave with pay after 180 days of continuous service with the County.

II. Accrual Rates

Based on continuous years of service to the County¹, non-elected employees shall accrue vacation leave at the following rates:

A. Full-Time Employees:

1. Less than 5 years: 80 hours per year, earned at the rate of 3.077 hours per pay period, up to a maximum of 160 hours.
2. 5 through 15 years: 120 hours per year, earned at the rate of 4.616 hours per pay period, up to a maximum of 240 hours.
3. Greater than 15 years: 160 hours per year, earned at the rate of 6.154 hours per pay period, up to a maximum of 320 hours.

B. Part-Time Employees:

1. Less than 5 years: 40 hours per year, earned at the rate of 1.539 hours per pay period, up to a maximum of 80 hours.
2. 5 through 15 years: 60 hours per year, earned at the rate of 2.308 hours per pay period, up to a maximum of 120 hours.
3. Greater than 15 years: 80 hours per year, earned at the rate of 3.077 hours per pay period, up to a maximum of 160 hours.

C. Leave Leniency:

1. Due to the COVID-19 pandemic, and its effect on County employee's ability to utilize vacation during this time, effective August 31, 2020, maximum allowable accumulation of accruals will be increased by 25% for each category above until October 30, 2021. Thereafter, normal maximum accumulation of accruals will resume in accordance with this policy.
 - i. Example: If the current maximum is 160 hours, the maximum accrual rate would increase by 25% - or 40 hours – for a total of 200 hours.

¹ See the Reemployment/Reinstatement Policy for accrual rate guidelines for those employees returning to work for the County after voluntary resignation.

2. Once normal maximum accrual accumulation thresholds resume, any hours accrued in excess of the maximum limit during the leave leniency period shall not be forfeited, but shall remain in the employee's accrual bank for future use.
 - i. This leave will be captured under "Vacation Leniency" in KRONOS.
 - ii. Excess hours accrued during the leniency period shall be used first to reduce the total accrued vacation hours.
 - iii. Vacation accruals will resume in accordance with section III of this policy after excess hours accrued during the leniency period have been used.
3. An employee who separates from employment with the County will be paid for accrued vacation leniency leave balances remaining at the time of separation.

III. Accrual Maximums

Vacation leave may be accumulated up to a maximum of two (2) times the annual vacation benefit earned. Hours earned in excess of the accrued limit mentioned above will be forfeited.

IV. Vacation Requests

An employee must request vacation leave in advance from the Department Head or designee in accordance with their Department procedures. Requests for annual leave shall not be unreasonably denied; however, department operations must be considered in granting requests.

V. Payment Upon Separation

After 180 days of continuous service an employee who separates from employment with the County will be paid for accrued vacation leave balances remaining at the time of separation.

VI. Vacation Leave Upon Transfer

Generally, if an employee is transferred between County departments and remains in a full-time employment capacity, all unused vacation leave shall remain to the employee's credit as though no change had been made. Any previously approved leave shall be resubmitted for approval by the receiving department.

Employees transferring from a full-time employment status to a part-time status shall retain any unused vacation leave; however, accrual rates will change according to their new employment status based on Section II of this policy.

VII. Holidays During Vacation Leave

Official County holidays occurring during an employee's vacation leave shall not be counted against their vacation leave balance.