

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Vacation

POLICY NUMBER: 2020

2020.10

This policy shall apply to full-time and probationary employees in all classifications.

2020.20

Paid vacations shall be accrued according to the following schedule on an annual basis:

2020.21	24 HOUR SHIFT PERSONNEL: ANNUALLY	PER PAY PERIOD
1-4 years	144 hours	5.5
5-9 years	216 hours	8.3
10-over	288 hours	11.1

2020.22	40 HOUR WEEK PERSONNEL ANNUALLY	PER PAY PERIOD
1-4 years	120 hours	4.6
5-9 years	182 hours	7.0
10-over	240 hours	9.2

2020.30

An employee may not carry over more than 1040 hours for 40 hour personnel, and 1440 hours for 24 hour shift personnel from one calendar year to the next unless approved by the Chief. To the extent allowed by PERS and the District contract with PERS, vacation time may be applied toward early retirement or the employee may elect to receive a lump sum payoff, such amount to be paid to employee within 60 days from the date of separation from the District.

2020.40

Vacation time off shall be granted based on seniority for the year if applied for on or before February 1st of each year. After February 1st it shall be granted on a first come, first served basis with no minimum amount of time off required to apply.

2020.50

All current 40-hour positions that are moved to the 56-hour positions shall be accumulated vacation time converted to 56-hour rates. All 56-hour positions that are moved to the 40-hour positions shall have accumulated vacation time converted to the 40-hour rate.

2020.60

Vacations are provided by the District to an employee as a period of exemption from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.