

Scotts Valley Fire Protection District	Policy: 1102
Subject: Vacation Leave	DATED: March 23, 1998

Policy 1102: Vacation Leave

Vacation for shift personnel, forty-hour per week employees, and administrative personnel, is that which the district grants pursuant to the MOU's and administered under the SOP.

A. Vacation Conversion

1. When an employee is promoted, transferred, or placed on light duty from a shift schedule to a 40-hour work week schedule, vacation balance is converted as follows:

- a) 1-5 years service; existing balance x 1.0 = new balance
- b) 6-10 years service; existing balance x .9259 = new balance
- c) 11+ years service; existing balance x .8333 = new balance

Employee then accrues vacation time at the 40-hour work week rate.

2. When an employee is promoted or transferred from a 40-hour work week schedule to a shift schedule, vacation leave balance is converted as follows:

- a) 1-5 years service; existing balance + 1.0 = new balance
- b) 6-10 years service; existing balance + .9259 = new balance
- c) 11+ years service; existing balance + .8333 = new balance

Employee then accrues vacation time at the shift rate.