

St. Andrew's Parish Parks & Playground Commission Policy Manual	
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St. Andrew's Parish Parks and Playground Commission provides full time teammates with paid vacation days in order to promote health and well-being.

All full time teammates earn vacation leave for continuous service as follows:

- 0-5 years: 10 days per year
- 5-15 years: 15 days per year
- 15+ years: 20 days per year

Teammates still in their introductory period of employment do not accrue vacation time per pay period; however, once the introductory period ends, they will receive 40 hours of vacation leave and begin accruing at the per pay period rate.

To ensure regular time off and the well-being of teammates, there will be a maximum limit to the accumulation of vacation leave. Once a teammate reaches the maximum accrual as follows, further accrual will be halted until the balance falls below the maximum threshold:

- 0 - 1 year: 80 hours
- 1 - 5 years: 160 hours
- 5 - 15 years: 240 hours
- 15+ years: 320 hours

Any teammate with 20 days (160 hours) or more of vacation time may sell one week (40 hours) of vacation time back to the agency each calendar year. The week of vacation leave will be paid at the teammate's regular rate, included in a regular pay run. Special circumstances may be reviewed and approved at the discretion of the Executive Director.

Teammates should request vacation leave at least two weeks in advance whenever possible. Every effort will be made to accommodate the teammate's request; however, the agency reserves the right to deny the requested vacation leave when business demands prohibit it.

While using vacation leave, teammates continue to accrue vacation leave . Teammates

who are on any type of suspension, unpaid FMLA, or other leave without pay (with the exception of military leave up to three months) do not accrue vacation leave.

The agency will pay teammates who have successfully passed their initial introductory employment period for the current year's unused vacation leave upon voluntary separation of employment. Teammates who voluntarily resign with less than two weeks notice or who are involuntarily separated from employment will not be paid any unused vacation.

For the purpose of this Policy, the term "current year" will refer to the rolling look-back period of the 52 weeks or 26 pay periods immediately prior to the date of separation. Any earned but unused vacation accrued prior to the look back period will not be paid upon voluntary separation of employment.

Vacation leave may not be used once a notice of resignation has been submitted and accepted by the Executive Director.