

# St. Andrews Parish Parks & Playground Commission Policy Manual

Section: 4  
Policy Number: 3

Topic: Vacation

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SAPPPC provides full time staff members with paid vacation days in order to promote staff health and morale.

All full time staff members earn vacation time for continuous service as follows:

- 0-5 years: 10 days per year
- 5-15 years: 15 days per year
- 15+ years: One day for each year of service up to 20 days

Any staff member with 20 days of vacation time may sell one week of vacation time back to the agency each year. The week of vacation time will be paid at the staff member's regular rate.

Staff members still in their introductory period of employment do not accrue vacation time; however, once the introductory period ends, they will receive 40 hours of vacation.

Staff members should request vacation time at least two weeks in advance whenever possible. Every effort will be made to accommodate the staff member's request; however, SAPPPC reserves the right to deny the requested vacation time when business demands prohibit it.

While using vacation time, staff members continue to accrue vacation and sick time. Staff members 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 and sick time.

Staff members have one year from the date of accrual to use vacation time and cannot carry over vacation past the one year. Use of vacation time and starting balance is figured per the staff member's anniversary date.

SAPPPC will pay staff members who have successfully passed their initial introductory employment period for the current year's unused vacation leave upon voluntary separation of employment. Staff members who 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.