

4.08 (A). Public Health Emergency Vacation Time Policy

During a public health emergency, employees may or may not be granted vacation time. Vacation time may be denied due to their intended destination or due to staffing concerns. If a vacation request is approved, the employee may be required to submit to a 14-day self-quarantine after they return home from the approved vacation. The self-quarantine time will be unpaid or an employee may use additional accrued vacation time. If an employee does not have enough accrued vacation time to cover the 14-day self-quarantine time, they may use other accrued time such as, personal, compensatory or sick hours.

Due to the public health emergency and possible denial of vacation time, employees may not be able to exhaust all their vacation time by the end of their anniversary year. In these circumstances, a request to carry over any unused vacation must be submitted to the employee's Supervisor. The vacation time carried over to the succeeding anniversary year must be used within 6-months of when the public health emergency has been lifted.


John M. Walther – Administrator

03/31/2020
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