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# Indian Valley Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Vacation Pay  
**POLICY NUMBER:** 2500

**2500.1** This policy shall apply to “Benefited” Status employees in all classifications.

**2500.2** Paid vacations shall be accrued according to the following schedule on an annual basis:

- (a) All Benefited employees, *during the first year of continuous work*, will earn Vacation hours at .0385 per hour paid. This includes paid holidays, vacation, sick and administrative time off. It is based on 2,080 hours per year. This amounts to 80 hours or 10 days per year if working full time (40 hours per week).
- (b) All Benefited employees, *during the second through fifth year of continuous work*, will earn Vacation hours at .0577 per hour paid. This includes paid holidays, vacation, sick and administrative time off. It is based on 2,080 hours per year. This amounts to 120 hours or 15 days per year if working full time (40 hours per week).
- (c) All Benefited employees, *during the sixth through tenth year of continuous work*, will earn Vacation hours at .0770 per hour paid. This includes paid holidays, vacation, sick and administrative time off. It is based on 2,080 hours per year. This amounts to 160 hours or 20 days per year if working full time (40 hours per week).
- (d) After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 30 days. Accrual will be calculated at the anniversary date for each year after the tenth year.

**2500.3** Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed twice the annual earnings. When employees reach their maximum Vacation accrual, they will no longer earn additional Vacation. Maximum for second through fifth tier is 240 hours for Full-Time and 120 hours for Part-Time. Maximum for sixth through tenth tier is 320 hours for Full-Time and 160 hours for Part-Time.

**2500.4** Vacation time is to be used. There is no “buy-out” of vacation time.

**2500.5** At termination of employment for any reason, the district shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

**2500.6** The District will require an employee to take vacation time in lieu of sick leave if sick leave has

been fully used during periods of illness to fulfill their benefited status (minimum of 30 hours for full time and 20 hours for part time).

**2500.7** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

**2500.8** Vacations may be scheduled at any time during the year upon written approval of the Supervisor and General Manager.

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# Indian Valley Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 2520

**2520.1** This policy shall apply to all employees in all classifications.

**2520.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided immediate supervisor.

**2520.3** Full-Time Benefited employees shall earn sick leave at the rate of .0462 hours per hour paid, cumulative to a maximum 480 hours. Part-Time Benefited employees shall earn sick leave at the rate of .0462 hours per hour paid, cumulative to a maximum of 240 hours.

**2520.4** Temporary Employees will earn 40 hours, unless that employee is working 10-hour shifts, they will be earn 50 hours of California Paid Sick Leave. They must work 90 days before any sick time can be used. This is credited to employee on January 1<sup>st</sup> each year. The paid sick leave law requires that your accrued and unused sick leave be restored to you if you return to the same employer within 12 months from the previous separation.

**2520.5** Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible to avoid disruptions in the work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

**2520.5.1** A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

**2520.5.2** A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

**2520.5.3** The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

**2520.6** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical.

**2520.7** If absence from duty by reason of illness occurs, and employee misses 5 days of work, satisfactory evidence may be required by IVCSA that it is okay for employee to return to work (i.e. return to work release from doctor).