

Iowa County, Iowa
Policy Manual

Title: Paid Vacation and Personal Days	Reference #: HR014
Subject: Human Resources	Date Effective/Revised: 9/21/18
Department (s): All	Approved By: Board of Supervisors

Regular full-time employees and employees working 30 hours/week or more shall accrue vacation leave credit based on regular full-time equivalent service. Annual vacation shall be accrued as follows:

<u>Completed Years of Continuous Service</u>	<u>Regular Vacation</u>	<u>Personal Days</u>
0 – 4.99	10 days	2 days
5 – 11.99	15 days	2 days
12 – 19.99	20 days	2 days
20 – 23.99	22 days	2 days
over 24 years	25 days	2 days

Vacation and personal days may not be used until the employee's orientation period is successfully completed. Vacation will not be paid if employment terminates within the orientation period. Vacation time may not be accumulated to more than twice the entitlement. Vacation usage is subject to approval by the Department Head.

Personal days are awarded at the beginning of each fiscal year. Personal days may not be accumulated past the end of each fiscal year. Personal days are not paid out when employment terminates. New employees hired between July 1 and December 31 will receive two personal days. Employees hired between January 1 and June 30 will not receive personal days until the following fiscal year.