



4-1 POLICY ON VACATION LEAVE

Vacation is a time for you to rest, relax, and pursue personal Interests. Sycamore Park District has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Sycamore Park District a leader in its field.

Only regular full-time and IMRF employees are eligible. Part-time and seasonal employees are not eligible. For Regular, Full-time Employees, the Vacation Leave hours begin accruing on your hire date.

Eligible employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

Years of Employment	Monthly Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
One (1) year	3.33	Five (5) days
Two (2) – Five (5) years	6.66	Ten (10) days
Six (6) – Ten (10) years	10.00	Fifteen (15) days
More than ten (10) years	13.33	Twenty (20) days

IMRF Eligible (part-time) positions may accrue twenty-four (24) hours per fiscal year. IMRF Eligible (part-time) positions accrue their leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold (1000) in any given fiscal year. At that point they receive twenty-four (24) hours. Then, upon return to work the following year, they begin, again, accruing hours toward the IMRF hours threshold.

Sycamore Park District will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken more than your vacation accrual balance) without written authorization from the Executive Director. Such authorization is at the discretion of the Executive Director and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet accrued at the time of termination of employment will be deducted from your final paycheck.



All vacation time must be taken in at least four (4) hour increments, unless otherwise authorized in writing, but then in not less than two (2) hour increments. Specific vacation dates must be approved by your supervisor. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests to meet operational needs. Requests will normally be granted if your absence will not seriously affect Sycamore Park District's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for less than thirty-one (31) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time will not continue to accrue.

Any vacation time remaining at year end can be rolled over to the following year. Your available vacation balance may never exceed your current annual benefit plus five (5) workdays/40 hours. Remember that once your accrual of the days/hours of vacation time reach that limit, your vacation account will not add more hours/days.

If you have unused vacation days upon the termination of your employment with Sycamore Park District, you will be paid for that time when your final paycheck is issued.

When a holiday falls during an employee's vacation and the employee is entitled to the holiday, said holiday will not be charged against the vacation time.

At the discretion of SYCAMORE PARK DISTRICT, vacation days may be required to be used for other types of leave. Additionally, the Board of Commissioners may, at their sole discretion or recommendation from the Executive Director, authorize a new hire to be awarded "years of employment" credit in recognition of extensive prior work experience.

If you fail to return to work following the end of an approved vacation leave, the Sycamore Park District may consider you to have voluntarily resigned your position effective immediately.

Adopted on:

Revised on: 8/27/2013

4/25/2017

11/2021