

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
Chapter 3 <i>UFA Personnel Policies</i>	Section 4 <i>Vacation</i>

**Relevant Information:** All full-time merit, Executive Staff, and probationary employees accrue and are eligible to use accrued vacation at various rates depending upon position and years of service with the UFA. The amount of vacation is also accrued based upon whether an employee works a twenty-four-hour operations schedule or 8 hour “day” schedule and can be converted between the two using a 1.404 per hour conversion rate. UFA employees may also carry over unused vacation up to a limit set by Board policy. Unused vacation is paid out to separating employees as converted “day” hours.

**Policy Statement:** It is the policy of the Board that employees accrue vacation as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employees vacation accrual, if any, will be determined by the terms of that employee’s employment agreement. All other rates of vacation accrual are as follows:

Full-time Non-Exempt (FLSA) Merit employees will accrue vacation according to the following schedule:

<b>UNIFIED FIRE AUTHORITY SERVICE</b> <b>*Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.</b>	<b>Monthly* Vacation Awarded</b>	
	<b>24-Hour Employees</b>	<b>8-Hour Employees</b>
Service date through the end of the 8 <sup>th</sup> year.	12 Hours	8 Hours
Beginning of the 9 <sup>th</sup> year through the end of the 16 <sup>th</sup>	18 Hours	12 Hours
Beginning of the 17 <sup>th</sup> year and over.	24 Hours	16 Hours

Executive Staff positions or Exempt Merit positions will accrue vacation according to the following schedule:

<b>UNIFIED FIRE AUTHORITY SERVICE</b> <b>*Note: Vacation leave hours accrue semi-monthly (per paycheck), to provide the monthly total.</b>	<b>Monthly* Vacation Awarded</b>
Non-Exempt Executive Staff and Exempt Merit Employees through the end of the 16 <sup>th</sup> year.	12 Hours
Non-Exempt Executive Staff and Exempt Merit Employees beginning the 17 <sup>th</sup> year and over and Exempt Executive Staff from the time of selection/hire.	16 Hours

Unused accrued vacation may be carried forward to succeeding years with a limit of 342 hours for 40 hours per week “day” employees and a limit of 480 hours for 24/192 operational employees.

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In an effort to attract qualified day shift, non-firefighter employees with specific skills that are necessary to the UFA, the Fire Chief may authorize up to 40 hours of vacation to be front loaded into the employee's leave balances or up to 80 hours for Executive Staff employees subject to forfeit in the event such employees leave within one year.