

Policies



Subject: Vacation leave for non-represented employees

Section: Human Resources

Approved by: Marissa Madrigal, Chief Operating Officer

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Replaces: Vacation leave for non-represented employees, approved July 2021

PURPOSE

Metro understands the importance of time off from work. Therefore, Metro provides non-represented regular and limited duration employees with paid vacation leave. Employees are encouraged to use this leave for rest, relaxation, and other personal pursuits.

APPLICABLE TO

This policy is applicable to all non-represented, regular and limited duration Metro employees who work 20 hours or more per week. Paid vacation leave may be available for represented employees as determined by the applicable collective bargaining agreement.

GUIDELINES

1. Employees are expected to take vacation leave each year. While unused vacation may be carried over year-after-year, any amount which exceeds 350 hours on the last day of the pay period prior to July 1 of each year will be forfeited.
2. Any employee who has successfully completed their initial probationary period and who terminates their employment for any reason, will be entitled to payment for accrued unused vacation leave at termination. In no case will the employee be paid for more than the maximum allowable 350-hour accrual limit.
3. Employees may use accrued vacation leave subject to supervisory approval. Managers should schedule vacation leave requests consistent with the operational needs of the department. Vacation schedules may be amended to allow the department to meet emergency situations.

4. Employees will accrue vacation leave according to the following schedule:

	Total years of continuous service	Accrual rate per hour paid	*Equivalent annual hours for Full-time employees working 2080 hours per year
Level 1	Date of hire through completion of 3rd year	.0577 hours	120 hours
Level 2	Beginning of the 4th through completion of 6th year	.0692 hours	144 hours
Level 3	Beginning of the 7th through completion of 9th year	.0808 hours	168 hours
Level 4	Beginning of the 10th through completion of 12th year or more	.0923 hours	192 hours
Level 5	Beginning of the 13th year or more	0.1038 hours	216 hours

* Part-time eligible employees shall accrue vacation leave under the above hourly accrual rate for hours paid.

5. Probationary employees

- a) An employee who terminates employment for any reason during the initial probationary period will not be paid for any accrued but unused vacation leave at time of departure.
- b) Probationary employees may use accrued vacation. However, consistent with the Probation Policy, if an employee is absent from work for a total of 10 or more days during probation, the probationary period will be extended by the number of days the employee was absent.

6. Two types of recruitment incentive vacation leave may be offered to candidates as part of their employment offer.

- a) **Advanced Vacation Accrual.** Eligible individuals may be offered vacation leave starting at Level 2 or in some instances at Level 3. Eligibility for this leave will be determined based on a relative equivalency of the candidate's overall years of work experience. An employee who is hired with recruitment incentive vacation leave will advance to the next vacation accrual level every three years until they reach the top level of the vacation schedule.
- b) **One-Time Vacation Leave Allocation.** Eligible individuals may be offered a one-time front-loaded vacation accrual of up to 40 hours. These one-time front-loaded vacation hours will not show up until the employees' second paycheck.

One or both types of recruitment vacation incentive leave may be offered with the approval of both the department and the HR Total Rewards Manager. If the employment offer includes either type of leave, it should be noted on the New Hire Form.

7. Use of Vacation Leave

- a) Employees must submit requests to use vacation leave per their department or work unit procedures and receive approval prior to taking time off.
- b) For full-time exempt employees, absences of four hours or more will be tracked in the leave management system and covered through the use of available vacation leave accruals. Part-time exempt employees and exempt employees who work a flex schedule, must enter vacation leave in the leave management system when they take vacation leave for one-half (1/2) or more of their regularly scheduled shift.

8. Infrequent absences of exempt employees

- a) When an exempt employee has an absence of four or more hours, such absences will be tracked in the leave management system and covered through the use of available leave accruals as appropriate for the situation.
- b) Infrequent absences of less than four hours by an exempt employee that does not negatively impact expected work performance or productivity will not be covered through the use of leave accruals. In addition, this section would not apply if an employee has received prior approval from their manager to flex their schedule in a given workweek.

9. Rate of pay: Vacation leave will be paid at the employee's regular rate of pay for that job for the number of hours the employee requested to use.

10. Annual vacation payout: Employees may request a payout of up to 40 hours of vacation so long as the employee has used a minimum of 120 hours of vacation in that fiscal year and will maintain a minimum balance of 250 hours of vacation after the payout. These requests must be submitted to employee.statusupdate@oregonmetro.gov by June 1 of each year. If it is determined that the employee meets the eligibility requirements, the payout will be processed within the next two pay periods.