

**Laurel County Water District #2**

**3910 South Laurel Road**

**London, KY 40744**

**606-878-2494**

**Section 4**

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**Vacations**

It is policy of the Water District to grant annual vacation with pay to full-time employees in accordance with the guidelines established below.

- The established vacation year is the anniversary hire date for each employee. Vacations are granted based on the employee's length of service.
- Full-time employees will be paid for vacation according to the following schedule.

* After completion of 1 year	1 week per year
* After completion of 2 years to 10 years of service	2 weeks per year
* After completion of 11 years to 20 years of service	3 weeks per year
* After completion of 21 years plus of service	4 weeks per year
- Vacation pay for full-time employees will consist of the employee's regular rate of pay for the vacation period. Time will be based on 8 hours per day or 40 hours per vacation week.
- Supervisors are to have each employee schedule their vacations at the beginning of the year. Tenure will be the basis of approval for departmental conflicts. Any changes from the approval schedule should be approved by the Supervisor and reported to the Manager.
- Employees must take minimum of one week of vacation per year. Employees may receive vacation pay in lieu of time off for any additional vacation. Vacations are cumulative and normally must be taken in the vacation year immediately following the year in which they are granted unless emergency, unusual circumstances or Water District business hindered the scheduled vacation. The manager must approve the carry over vacation prior to the end of the year and the approval must be in writing.
- If a paid holiday falls within an employee's vacation period, an additional day of vacation will be granted. This additional day may be taken at the beginning or end of the employee's vacation period or at another time during the vacation year; so long as the supervisor's prior approval is attained.
- When employment is terminated for any reason other than cause or resignation without proper notice, the employee will receive vacation pay for any unused vacation accrued at the time of termination. If an employee dies, pay for accrued and unused vacation will be in a lump sum to the employee's estate