



Meeting Date: December 11, 2019

Agenda Item: #12

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion and Possible Approval of Amendment to MTA's Policy – Section 7.4 Vacation

### **SUMMARY:**

It has been a long-time practice at MTA to provide Department Heads an additional “compensatory time off in the amount of 40 hours each fiscal year” although, compensatory time has never been written in the MTA Personnel Policies.

Upon review of the current MTA Personnel Policy related to Vacation, staff discovered this long-time practice conflicted with Vacation Policy which states, “accrual of one hour for every 13 paid hours (equivalent to 20 days per year). Apparently, this ‘compensatory time’ was tracked in the Finance office with a use it or lose practice.

Over the past three years, management staff had forgotten this ‘compensatory time’ and none has been taken by senior department heads; a loss of 120 hours per employee. In an effort to provide consistency by ensuring the MTA Policies and practices are reliable, and in light of Department Heads being encouraged to take time off, staff is recommending amendments to Policy section 7.4 – Vacation as shown in the attachment.

### **STAFF RECOMMENDATION:**

Staff is requesting the Board approve Amendments to MTA Policy - Section 7.4 Vacation

### **ATTACHMENTS:**

**Redline Policy Section 7.4 – Vacation**

#### 7.4 Vacation

- (1) The purpose of vacation is to allow employees and Department Heads time away from their work environment to relax and refresh. MTA encourages all employees to take their accrued vacation.
- (2) Vacation accrual begins on the date of hire. All employees and Department Heads shall be entitled to vacation with pay, subject to the following terms:
  - a) All employees, after six months of continuous employment, shall be entitled to a vacation based upon the accrual rate of one hour for every 26.00 paid hours (10 days per year).
  - b) All employees, after four years of continuous employment, shall be entitled to a vacation based upon an accrual rate of one hour for every 17.33 paid hours (15 days per year).
  - c) All employees, after seven years of continuous employment, shall be entitled to vacation based upon an accrual of one hour for every 13.00 paid hours (20 days per year).
  - d) Department Heads shall accrue vacation at the rate of one hour for every 8.7 paid hours (30 days per year).
- (3) Vacation schedules must be approved in advance by the immediate supervisor. Employees sign-up for vacation in order of Seniority.
- (4) Employees cannot accrue more than 240 hours of vacation and Department Heads cannot accrue more than 320 hours of vacation. All employees may be required to take accrued vacation at the General Manager's discretion.
- (5) Employees and Department Heads may sell (cash out) up to two weeks of vacation per fiscal year. That is, employees and Department Heads may be paid for vacation hours without taking time off. Two weeks' notice is required to sell vacation.
- (6) Vacation time may not be used or sold unless sufficient hours will have been accrued by the end of the pay period in which it is to be used or sold.
- (7) Upon termination of employment from MTA, for any reason, the employee or Department Head will be paid any accrued Vacation Leave in their final paycheck.