

513 - VACATION

**Section 513.01
Vacation Accruals**

Fort Bend County employees in full time budgeted positions shall accrue paid vacation hours each pay period. The amount of the accrual is based on the employee's length of service as shown in the following table.

Years of Service	Vacation Hours Accrued Each Pay Period	Maximum Vacation Hours Accrued Annually
<1 through 4	3.08	80
5 through 9	3.70	96
10 through 14	4.62	120
15 or more	6.17	160

**Section 513.02
Accrual Procedures**

Accrual procedures are as follows:

1. Employees will accrue vacation hours beginning with their first pay check.
2. Accruals will not be prorated for partial pay periods. Any period in which an employee receives compensation shall warrant a full accrual
3. No vacation accrual will be received during any pay period in which the employee receives no compensation, such as unpaid military leave or unpaid FMLA leave
4. No vacation accrual will be received by employees during pay periods when all pay is for temporary income benefits through Workers Compensation, except as required for persons in certain law enforcement positions
5. No vacation accrual will be received during pay periods in which all pay is from the Shared Sick Leave Pool
6. Most employees will receive an accrual rounding adjustment at year end if their total accruals for the year exceed the maximum annual accrual limits noted in the table in Section 513.01. Rounding differences will be adjusted in the first pay period of the year as follows:

Bi-weekly Accrual Amount	Annual Accrual Amount	Rounding Adjustment
3.08	3.08*26=80.08	-.08
3.70	3.70*26=96.20	-.20
4.62	4.62*26=120.12	-.12
6.17	6.17*26=160.42	-.42

7. When a year contains 27 pay periods instead of the usual 26, there will be no vacation accrual in the 27th period

**Section 513.03
Vacation Approval**

Department Heads and Elected Officials may establish request and approval procedures for their employees who seek to use accrued vacation. Approval of requests to use vacation time is at the discretion of the elected official or department head and is based on the needs of the office or department. Failure to follow the procedures as established by an employee's office or department may result in a request being denied and/or an absence being classified as unapproved and therefore unpaid. Failure to follow procedure could

also result in disciplinary action, up to and including termination of employment.

**Section 513.04
Compensatory Time
Utilization**

In order to manage overtime costs and compensatory time accruals, elected officials or department heads may require an employee to use some or all accrued compensatory time prior to using accrued vacation time. Please see *Section 407, Workweek and Compensatory Time* for more information.

**Section 513.05
Holidays and Other
Paid Days Off**

If an employee is on an approved and paid vacation day the day before and the day after a County holiday, the employee shall receive holiday pay and will not be required to use accrued vacation for this day.

If an employee is on vacation during a period when an emergency or inclement weather closure is enacted, the employee shall still be required to use vacation time as scheduled. Likewise, if an employee becomes sick during a scheduled vacation period, the employee must use accrued vacation hours, not sick hours, for this time period.

**Section 513.06
Vacation Accrual
Limit**

Employees may carry up to 160 hours of accrued vacation time into the following year. Any hours in excess of 160 hours will automatically be lost on December 31, and employees will not be reimbursed for this lost time.

**Section 513.07
Reimbursement for
Unused Vacation**

The County will pay employees for any accrued, but unused vacation time at retirement or separation of employment with Fort Bend County, even if this amount exceeds 160 hours.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
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