



**ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM**

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

From: Terrence D. McCracken, Secretary to the Authority

Date: June 14, 2023

Subject: Amendment to Policy 41 (Vacation Policy & Procedures)

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In the efforts of recruiting qualified applicants to management positions, the Board of Commissioners approved offering additional vacation time to newly hired employees whose salary grade is 30E and above (Policy 41 Vacation Policy & Procedures). However, in order to recruit and hire candidates in management positions lower than salary grade 30E, the Authority has needed to offer this incentive as these candidates come with years of experience, and many have built up significant benefit time with their current employers.

I am recommending that the Governance Committee approve revised Policy 41 (Vacation Policy & Procedures) to reflect the above. Should the Governance Committee approve and recommend to the full Board amending Policy 41 (Vacation Policy & Procedures), a resolution will be available for the June 22, 2023 meeting authorizing same.

TDM/tg

**ERIE COUNTY WATER AUTHORITY  
HR Policies/Procedures**

**Re: VACATION POLICY &  
PROCEDURES**

**Policy No.: 41**

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**Application: Non-Represented Employees**

## **PURPOSE**

To provide employees not represented by a collective bargaining unit with time off from work with pay for the purpose of rest and relaxation.

## **POLICY**

It is the policy of the Authority to grant annual vacations with pay to employees in any full-time position. Employees who are represented by a collective bargaining unit will be entitled to annual vacations as set forth in the collective bargaining agreement. This policy applies only to non-represented employees.<sup>1</sup>

## **PROCEDURE**

### **Section 1**

**1.1 Anniversary Date.** The employee's anniversary date is defined as each anniversary of the date the employee began employment with the Authority.

**1.2 Annual Vacation.** The Authority will grant annual vacation with pay to employees on an anniversary date basis.

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<sup>1</sup> This Vacation Policy & Procedures for Non-Represented Employees revises and replaces H.R. Policy No. 41.0 (Vacations).

**1.3 Earning Vacation Credits.** An employee shall earn vacation credits based upon total accrued service on their anniversary date in any full-time position.

**1.4 Availability of Vacation Credits.** Vacation credits will accrue and be available for use on a bi-weekly basis for full time employees after the first pay period of employment.

**1.5 Rate of Accrual of Vacation.**

- (a) Employees will be credited with 1/26th of their annual vacation credits each pay period.
- (b) Vacation credits may not be used in the same pay period in which they are earned.

**Section 2 Vacation Credit Schedule.**

Employees shall be entitled to vacation credits as follows:

<u>Service Period</u>	<u>Annual Vacation Credits</u>	<u>Rate Per Pay</u>
The date of hire up to third (3 <sup>rd</sup> ) anniversary	10 days	3.08 hours
From third anniversary date up to eleventh (11 <sup>th</sup> ) year anniversary date	15 days	4.62 hours
From 11 <sup>th</sup> up to 12 <sup>th</sup> year anniversary	16 days	4.92 hour
From 12 <sup>th</sup> up to 13 <sup>th</sup> year anniversary	17 days	5.23 hours
From 13 <sup>th</sup> up to 14 <sup>th</sup> year anniversary	18 days	5.54 hours
From 14 <sup>th</sup> up to 15 <sup>th</sup> year anniversary	19 days	5.85 hours
From 15 <sup>th</sup> up to 18 <sup>th</sup> year anniversary	20 days	6.15 hours
From 18 <sup>th</sup> up to 19 <sup>th</sup> year anniversary	21 days	6.46 hours
From 19 <sup>th</sup> up to 20 <sup>th</sup> year anniversary	22 days	6.77 hours

From 20 <sup>th</sup> up to 21 <sup>st</sup> year anniversary	23 days	7.08 hours
From 21 <sup>st</sup> up to 22 <sup>nd</sup> year anniversary	24 days	7.38 hours
From 22 <sup>nd</sup> anniversary date	25 days	7.69 hours

**Section 3 Additional Vacation Time To Attract Qualified Candidates.**

The Secretary to the Authority may offer additional vacation time (not to exceed two weeks) to newly hired employees as a one-time incentive for the purpose of attracting qualified applicants to these management positions.

**Section 4 Limits on Vacation Use.**

**4.1 Consecutive Vacation Time.** No more than two (2) weeks of continuous vacation shall be taken consecutively unless the Authority or its designee shall determine that the taking of such third, fourth or fifth consecutive week will not interfere with its operations.

**4.2 Accumulation of Vacation Credits.**

- (a) Vacation credits may be accumulated up to thirty (30) days.
- (b) An employee’s vacation credit accumulation may exceed the maximum, provided, however, that the employee’s balance of vacation credits may not exceed 30 days on January 1 of any year.

**4.3 Vacation Rate of Pay.** Vacation pay shall equal the straight time hourly rate.

**Section 5 Vacation Schedule and Choices.**

**5.1 Vacation Schedule.**

- (a) Each January, the Human Resources Director or his designee shall issue to each department head a packet for all employees within their units to be used for making annual vacation choices.
- (b) Each packet will contain individual forms for each employee to use in filling out and requesting his/her vacation choices.

## **5.2 Choice of Vacation Time.**

- (a) A far as practical, vacations shall be scheduled at the time requested by eligible employees.
- (b) The first right of allotment of vacation periods exceeding two (2) consecutive weeks is entirely reserved to the Authority to insure the operation of its facilities and services.
- (c) Within the above limits, vacations will be granted on a departmental basis considering the total length of service of the Authority's employees therein.
- (d) This policy shall not prohibit the taking of one (1) week at a time.

## **Section 6 Vacation Time Compensation Upon Leaving the Authority.**

When an employee leaves the Authority for any reason, or when he/she dies having accumulated unused vacation time, he/she or their beneficiaries shall be entitled to be compensated monetarily at the regular rate of pay for his/her unused vacation time.

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**Section 3 Additional Vacation Time To Attract Qualified Candidates for Salary Grade 30E and Above.**

~~3.1 Effective Date. Effective as of November 1, 2018, the Authority Secretary to the Authority may offer additional vacation time (not to exceed two weeks) to newly hired employees whose salary grade is 30E and above as a one-time incentive for the purpose of attracting qualified applicants to these senior executive management positions.~~

**Section 4 Limits on Vacation Use.**

**4.1 Consecutive Vacation Time.** No more than two (2) weeks of continuous vacation shall be taken consecutively unless the Authority or its designee shall determine that the taking of such third, fourth or fifth consecutive week will not interfere with its operations.

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