

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0050 Subject: Vacation Reimbursement  
Effective Date: 08-21-89 Last Revision: 05-25-12  
Person Responsible: Superintendent  
Approvals/Date: Brent Olson 12/11/17 [Signature] 12/11/17  
Superintendent, WCBDD Date Board President, WCBDD Date

The following definition will apply:

**Full-Time Employees** – An employee who is on a continuous basis of employment on a schedule of 80 hours bi-weekly.

**Permanent Part-Time Employees** – An employee who is on a continuous basis of employment with a regular schedule from 1-79 hours bi-weekly.

It shall be the policy of the Board to permit all eligible employees who are in a qualifying position for a one (1) year period, to “cash in” accrued vacation once annually, on or about **January 1<sup>st</sup>**, utilizing leave accrued from January 1 to **December 31** of the **prior** year. For each day paid, an equivalent number of hours shall be deducted from the employee’s accrued vacation leave.

mms\policy\0050