

TYLER COUNTY VACATION ACCRUAL SCHEDULE

Full-time Regular Employees

Years of Service	Hrs. Accrued Per Month	Annual Accrual (Hours)
Less than 5	7.00	84
5 and over	10.00	120

Waiting Period

There shall be no waiting period before an employee can use accrued vacation leave. If an employee breaks service before their 1-year anniversary date they will not be paid for any vacation accrued upon separation.

Maximum accrual

1. The maximum amount of vacation that an employee shall be allowed to have at any one time shall be the amount the employee would normally accrue in twelve (12) months if employed less than five (5) years (84 hours max.), and eighteen (18) months if employed for five (five) or more years (180 hours max.).
2. Accrual more than the maximum shall be allowed only with prior approval by Commissioners Court.
3. An employee who has been allowed to accrue vacation in excess of the maximum shall promptly take vacation to reduce the balance to or below the maximum as soon as circumstances and needs of the county allow it.

Change:

carryover at the end of each year.

Change (add):

The employee is allowed to continue to accrue vacation time during the year – above the maximum carryover, but should the employee leave employment with the County, he/she will only be paid for maximum allowable accrual in one year. (Either 84 hours or 180 hours depending on years with the County)

Maximum Available Vacation

The maximum amount of vacation an employee shall have available for use at any given time is the amount of unused vacation the employee had at the end of the previous month.

Change:

Remove this paragraph all together. It limits the employee on the access they have to their total accrued time.