

**County Proposal 10 – Units 3 & 4 (Side Letter Probationary Period Extension – Minor changes to Language Already Agreed)
September 2, 2022**

9. VACATION

- A. Full-time regular or limited-term employees receive vacation benefits for each pay period of continuous service according to the following schedule:

Vacation Credit

Pay Periods of Continuous Service	Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 through 78 pay periods	3.08 hours	160 hours
79 through 260 pay periods	4.62 hours	240 hours
Over 260 pay periods	6.16 hours	320 hours

Vacation accrual shall date from the first of the pay period following the pay period in which the employee commenced such continuous service. If such commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date.

- B. Part-time regular or limited-term employees receive vacation benefits and maximum earnable vacation accrual in the same ratio to the vacation benefits received by an employee in a full-time regular or limited-term position with like pay periods of consecutive service, as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule.
- C. Vacation time taken shall not be counted as time worked for purposes of overtime computation.
- D. Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted toward earning vacation credit.
- E. Employees who are terminating their employment for reasons other than paid County retirement shall not use vacation or comp time as their termination date (e.g., requesting vacation or comp time to begin 3-7 and the actual termination date to be 3-13, etc.).
- F. Employees do not become eligible to take their earned vacation until they have completed thirteen (13) pay periods of continuous service, which service includes successful completion of the probation period and the acquisition of status of a permanent or limited-term non-probationary employee. Employees in classes having a twenty-six (26) or thirty-nine (39) pay period probationary period will become eligible to take their earned vacation after completing thirteen (13) pay

periods of continuous service. After completion of thirteen (13) pay periods of continuous service, employees then become eligible to take vacation as it is earned. Once an employee becomes eligible to take earned vacation, ~~he/she~~ employee may use this vacation as an extension of sick leave.

- G. Each department head shall be responsible for scheduling the vacations of his/her employees in such a manner as to achieve the most efficient functioning of the department and of the County service. No person shall be permitted to work for compensation for the County in any capacity during the time of his/her paid vacation from County service.
- H. Any ~~person~~ employee separating from County service who has not taken his/her/their earned vacation, if any, shall receive the hourly equivalent of ~~his/her~~ the employee's salary for each hour of earned vacation, up to the end of the last full pay period worked, based on the pay rate in effect for each person on the last day actually worked. Such payment shall be to the nearest one-tenth of any hour. For purposes of this Section, sick leave and compensatory time off with pay shall be counted as days worked. When separation is caused by death of an employee, payment shall be made to the estate of such employee, or in applicable cases, as provided by Section 630 of the Probate Code.
- I. A person receiving pay in lieu of unused vacation may not be re-employed by the County of Solano in any capacity until a number of working days equal to the number of days paid vacation has elapsed following the effective date of the separation. Nothing in this Section shall be interpreted as preventing a department head from filling a position vacated by separation immediately following the effective date of separation.
- J. In order to avoid the possibility of employees not receiving earned vacations, the County agrees to the following: If the department head does not provide a specific time for the use of vacation leave, an employee may, as a matter of right when the accumulated vacation to his/her credit reaches his or her maximum earnable vacation accrual, give oral or written notice to department head and take up to forty (40) hours. Officers must give seven (7) days' notice of intent to take vacation time off.
- K. If, due to an emergency or operational necessity, an employee at the vacation accrual maximum has a scheduled vacation canceled or a vacation request denied, they shall receive a ninety (90) day period during which they shall continue to accrue vacation while being afforded the opportunity to reduce their vacation below the allowable accrual maximums.

14.3 Holidays

- A. Fixed Paid Holidays Include:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
Day following Thanksgiving	
Christmas	December 25

B. Other Paid Holidays Include:

1. Special or limited holidays appointed by the President or Governor
2. Such other days in lieu of holidays as the Board of Supervisors may determine.
3. Floating Holidays annually in accordance with the following:
 - a. Three (3) Floating Holidays effective January 1st of each year. (The conditions listed below must be met in order to qualify for Floating Holidays.)
 - 1) Only those employees who have either successfully completed their initial County probationary period within this bargaining unit or have twenty-six (26) full pay periods of continuous service, whichever is less, are eligible to receive these Floating Holidays.
 - a) Employees who successfully complete their initial probationary period within this bargaining unit or have twenty-six (26) full pay periods of continuous service between January 1st and June 30th of any given year shall receive one (1) Floating Holiday effective July 1st of that year.
 - b) Employees who successfully complete their initial probationary period within this bargaining unit or have twenty-six (26) full pay periods of continuous service between July 1st and December 31st of any given year shall not receive any Floating Holidays for that year, but shall receive two (2) Floating Holidays effective January 1st of the succeeding year.
 - c) Employees who transfer or promote into this bargaining unit from a bargaining unit from which they have previously earned three (3) days of floating holiday eligibility shall retain their floating holiday eligibility.

- 2) Subject to advance approval by the department, these holidays may be taken at any time during the calendar year, but must be taken within the calendar year in which they are given. Floating Holidays are to be taken eight (8) hours at a time and are not to be utilized on a partial basis. Part-time employees shall receive Floating Holidays in proportion to the relationship their basic work week bears to forty (40) hours.
 - 3) Any eligible employee separating from County service who has not taken that calendar year's Floating Holidays shall receive payment for such holidays at the rate, which the employee is currently employed.
- C. Employees assigned to non-24 hour positions shall take the fixed holiday, unless otherwise required to work, as directed by the Sheriff.

15. PROBATIONARY PERIOD

15.1 Probationary Period

- A. All Deputy Sheriff (Entry) employed in full-time positions shall serve a probationary period of thirty-nine (39) biweekly full pay periods. All other new or re-employed employees in full-time regular positions shall serve a probationary period of twenty-six (26) biweekly full pay periods.
- B. For Deputy Sheriff (Entry):
- All new full-time regular employees who do not possess a Basic P.O.S.T. Certificate shall serve a probationary period of thirty-nine (39) biweekly pay periods extending from the first full pay period following the employee's completion of P.O.S.T. Academy Training. The probationary period shall not exceed fifty-two (52) full pay periods of active duty following completion of P.O.S.T. Academy training, unless extended in whole or in part, by an employee's leave of absence.
- C. All part-time employees shall serve an extended probation period beyond twenty-six (26) pay periods or thirty-nine (39), whichever probationary period is applicable, in proportion to the relationship their basic workweek bears to forty (40) hours.
- D. Any leave-of-absence with or without pay, military leave-of-absence or jury duty exceeding seven (7) calendar days shall cause the employee's probation period to be extended by an amount equal to the number of pay periods during which the employee was on the leave-of-absence with or without pay, military leave or jury duty.

- E. There shall be an evaluation of each employee's job performance thirteen (13) pay periods from the date of appointment to a regular or limited-term position and before any merit increase or every twenty-six (26) pay periods after reaching the top step of the salary range for the class in which they are employed. Employees that serve a probationary period of thirty-nine (39) full pay periods shall receive an evaluation at the end of the probationary period.

- F. The probationary period may exceed twenty-six (26) or thirty-nine (39) full pay periods of active duty, depending on the applicable probationary period, when the extension is by mutual agreement between the probationary employee, appointing authority and the Director of Human Resources or when the probationary period is extended pursuant to Section 15.1 (D) above. Except as stated in section B above, the probationary period shall not exceed thirty-nine (39) or fifty-two (52) full pay periods of active duty, depending on the applicable probationary period.

COUNTY:

UNION:

Georgia Cochran

David Brock

Date: _____

Date: _____