

# MARSHALL MUNICIPAL UTILITIES

## REQUEST FOR EXCEPTION TO THE 260-HOUR VACATION CAP

STEP 1 – FOR COMPLETION BY DEPARTMENT DIRECTOR

EMPLOYEE (Please print): \_\_\_\_\_

DATE(S) originally scheduled/approved for vacation: \_\_\_\_\_

It was necessary to revoke the approved use of vacation time for the above named employee for the date or dates indicated. The revocation of the vacation use will result in the employee's accrued vacation balance reaching the 260-hour maximum normally allowed. I would like to (CHECK ONE):

request payment for vacation hours exceeding the 260-hour maximum that would otherwise be earned. I understand that payment will occur only for the duration that I am unable, for business reasons, to allow time off for this individual. I understand the following apply:

- Payment for vacation hours will occur during the pay period that follows the pay period in which the hours would have been earned, were it not for the 260-hour maximum.
- Payment of vacation hours that exceed the 260-hour maximum allowed will NOT count as "hours worked" and therefore will be paid at straight time and will not impact overtime compensation.
- Payment for vacation hours exceeding the 260-hour maximum will continue only through the date that I indicate I am unable to allow use of paid leave for this individual.

temporarily authorize the employee to accrue vacation hours in excess of the 260-hour maximum normally allowed. I understand that any vacation balance in excess of 260 hours will be forfeited once this exception expires.

**Explain business reasons that require the revocation of previously approved vacation use by this employee (Attach separate sheet if needed):**

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**I request this exception for vacation hours exceeding the 260-hour maximum through the end of the pay period that includes the following date:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

STEP 2 – FOR COMPLETION BY GENERAL MANAGER

\_\_\_\_\_ I am denying this request for an exception to the 260-hour vacation cap.

\_\_\_\_\_ I am approving this request for an exception to the 260-hour vacation cap through \_\_\_\_\_.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

STEP 3 – ORIGINAL TO ACCOUNTING DEPARTMENT, COPY TO DEPARTMENT DIRECTOR, COPY TO EMPLOYEE

## REQUEST FOR EXCEPTION TO THE 260-HOUR VACATION CAP

Procedure approved by the Board of Public Works April 1, 2008

To the extent any other document, personnel policy or practice provides for something different, this procedure will take precedence.

Each employee is responsible for monitoring their vacation balance and insuring that they do not forfeit any vacation by allowing their balance to reach the 260-hour maximum allowed. A proactive approach and good planning on the part of the employee and Department Director is of greatest importance in avoiding the situation where an employee does not accrue vacation because they have reached the cap. However, we recognize that there are circumstances when an employee requests and receives approval to use vacation and, for business reasons, the Department Director must later withdraw approval of such request and require the employee to work.

In the event an approved request to use vacation is later revoked and the revocation will result in the employee's accrued vacation balance reaching the 260-hour maximum allowed, the Department Director has two options. The Director may either: 1) request payment for vacation hours exceeding the 260-hour maximum that would otherwise not be accrued; or 2) request temporary authorization for the employee to accrue vacation hours in excess of the 260-hour maximum normally allowed. Such request, if made, is for the duration that the Department Director is unable, for business reasons, to allow use of paid leave (see NOTE below).

Any Department Director wishing to make this request must complete a Request for Exception to the 260-Hour Vacation Cap and submit it to the General Manager upon knowing that the approval to use vacation time must be withdrawn. The Department Director may make this petition only if he/she can document that use of vacation had been approved and later, due to business reasons, the Department Director had to revoke his/her approval and require the employee to work. The Department Director must also indicate the expected duration of the situation.

If the General Manager approves the request, the completed Request for Exception to the 260-Hour Vacation Cap must be submitted to the Accounting Department no later than 8:00 a.m. on the first business day following the end of the pay period for which the exception is intended to become effective.

The Request will remain valid through the date approved by the General Manager. During that time, one of the following will occur dependent which one of the two available exceptions are approved:

- Approved request for payment of vacation hours exceeding the 260-hour maximum – Any vacation hours not accrued due to the 260-hour maximum will be paid to the employee in the subsequent pay period. Payment of vacation hours that exceed the 260-hour maximum allowed will NOT count as “hours worked” and therefore will be paid at straight time and will not impact overtime compensation.
- Approved request for temporary authorization to accrue vacation hours in excess of the 260-hour maximum – Vacation will continue to accrue in excess of the 260-hour maximum. The Department Director will be responsible for informing the employee of the date by which they will once again be subject to the 260-hour maximum. Once the exception expires, any vacation balance in excess of 260 hours will be forfeited.

### NOTE:

The occasional approved use of minimal vacation hours will not affect an approved Request for Exception to the 260-Hour Vacation Cap. For example, an employee may need to ask off for a couple of hours. The supervisor may approve use of vacation time without impacting the approved Request for Exception to the 260-Hour Vacation Cap.

*A Request for Exception to the 260-Hour Vacation Cap may be found on reverse*