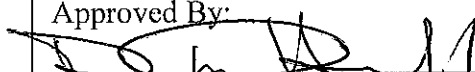
 Town of Swansboro	<h1>Personnel Policy</h1>		<b>Holidays and Leaves of Absence</b> <b>Vacation Leave: Maximum Accumulation</b>	
			Number: Article VII; Section 8	Revisions:
	Supersedes:	Approved By: 		

## ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

### Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until June 30<sup>th</sup> of each year. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed 384 hours. On June 30<sup>th</sup>, any employee with more than 240 hours of accumulated leave, shall have the excess accumulation automatically transferred into his/her sick leave account so that only 240 hours are carried forward to July 1<sup>st</sup> of the next calendar year. Employees are not eligible to receive pay for excess vacation time not taken.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.