



Illinois Department of Corrections

Administrative Directive

Number: 02.65.105	Title: Vacation Time	Effective: 11/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.65.105 effective 7/1/2012

Authority: 730 ILCS 5/3-2-2 80 IAC 303.250 through 303.295	Related ACA Standards: 5-ACI-1C-01, 13
Referenced Policies: 02.65.173	Referenced Forms: DOC 0126 – Notification of Absence DOC 0140 – Employee Time Sheet DOC 0160 – Employee's Comp or Pay Option

I. POLICY

The Department shall ensure employees, excluding emergency, temporary, part-time daily rate and part-time hourly rate employees, are granted vacation time.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff regarding the accrual and use of vacation time.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Requirements

1. The yearly vacation earning rate shall be determined in accordance with Attachment A based on the employee's completion of service. The effective date of the earning rate is based on the employee's vacation accrual date.
 - a. The vacation accrual date shall be the date of hire or a date adjusted by the Personnel Office to give credit for verified prior State service eligible for the credit.
 - b. If an employee who did not seek credit for prior service upon hire subsequently receives credit and has his or her vacation adjusted, the change shall take effect upon receipt of verification by the Department. Credit shall not be given retroactively.
2. Vacation time shall be earned after completion of one-half month of employment. Refer to Attachment B to determine the appropriate monthly earning rate based on both the yearly rate and the number of hours in the employee's work week, 37 ½ or 40 hours.
 - a. Full-time employees who are in pay status for one-half of the month or more shall receive the full vacation credit for the month. If an employee is in pay status for less than

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one-half of the month, vacation credit shall not be earned for the month. If an employee has broken time during the month, but is paid for at least half of his or her scheduled work days, he or she shall be awarded vacation credit for the month.

- b. Part-time monthly rate employees shall receive prorated vacation credits in accordance with rules applicable to full-time employees.

EXAMPLE: An employee working half-time shall receive half of the monthly vacation credit; an employee working one-third time shall receive one-third of the monthly vacation credit, etc.

- c. Employees on approved leave of absence may not earn vacation time while on leave. Accumulation of vacation time shall resume upon their return to work.

- 3. When an employee's rate of earning vacation time changes, the change shall take effect for the first full month at the higher rate.

EXAMPLES: For a vacation accrual date of 8/1/1998, the rate would change to 15 days per year on 8/1/2003. For a vacation accrual date of 8/2/1998, the rate would change to 15 days per year on 9/1/2003.

- 4. Employees may use vacation time in the following increments:

- a. Fifteen minute increments after a minimum use of one-half consecutive hour.
- b. One-half day immediately before or after the lunch break. The employee shall be charged with the total actual work hours absent before or after the lunch break. When determining a half day, the lunch break is mid-point through an employee's work schedule.
- c. One entire day.

- 5. Upon approval by the immediate Supervisor, vacation time may be used at any time after it is earned. Requests to use vacation time shall be submitted in writing on a Notification of Absence, DOC 0126, and processed in accordance with Administrative Directive 02.65.173. Advance notice of a required absence shall be given per local policy.

- 6. Employees shall be allowed to use vacation balances rounded up to the nearest half day as follows:

- a. Rounding may only be used when the employee requests to use five or more consecutive days and the use of the requested time will reduce the employee's vacation balance to zero.
- b. The employee may not gain more than one vacation day during the calendar year by using the rounding method.
- c. If an employee who has had vacation time rounded up subsequently is discharged or resigns within the first six months of continuous service, compensation for the actual vacation balance used prior to rounding will be deducted from his or her final pay.

- 7. Vacation time must be used within two years after the calendar year that it is earned or it shall be forfeited, except as otherwise provided in Paragraph II.D.8. The maximum vacation time an employee may normally carry into the next calendar year shall be the amount of vacation time actually earned in the previous two years.

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8. RC-6, 14, 23, 28, 29, 62, 63, and CU-500 employees who have three times requested and been denied the use of vacation time that is subject to forfeiture shall be paid for the vacation days so denied, unless the employee submits a written request on the Employee's Comp or Pay Option, DOC 0160, to continue to accumulate the vacation time. The three requests and denials must be three different dates and be in writing. Any vacation liquidation pay shall be reported for the January 1-15 pay period.

9. If an employee transfers within the Department or transfers to another State Agency under the jurisdiction of the Governor or the Personnel Code, the balance of vacation time shall be transferred to the receiving location. A copy of both sides of the employee's current DOC 0140 or automated equivalent shall be sent to the receiving location.

10. If an employee terminates State service who has completed a minimum of six months continuous service during the current period of employment, the employee shall be given vacation liquidation pay. Any balance of less than ½ day shall be rounded to a ½ day, and any balance with more than ½ day shall be rounded to the next full day.

NOTE: An employee leaving or retiring from State service shall not be permitted to use the balance of vacation time to extend the number of days paid. The last day worked ends the employee's service and all vacation days owed shall be paid as part of the lump sum calculation. Upon retirement, the balance of vacation time may be used to extend the length of service for computation of retirement benefits.

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ATTACHMENT A

YEARLY VACATION EARNING RATE

Completion of Service	Yearly Earning Rate	Effective Date
0 years until 5 years	10 days	Vacation Accrual Date
5 years until 9 years	15 days	Vacation Accrual Date + 5 yrs
9 years until 14 years	17 days	Vacation Accrual Date + 9 yrs
14 years until 19 years	20 days	Vacation Accrual Date +14 yrs
19 years until 25 years	22 days	Vacation Accrual Date +19 yrs
25 years or more	25 days	Vacation Accrual Date + 25 yrs

ATTACHMENT B

Monthly Vacation Earning Rate for a 37 ½ hour week

	10 Days		15 Days		17 Days		20 Days		22 Days		25 Days	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
January		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
February		6.25	1	2	1	3.25	1	5	1	6.25	2	.75
March		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
April		6.25	1	2	1	3.25	1	5	1	6.25	2	.75
May		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
June		6.25	1	2	1	3.25	1	5	1	6.25	2	.75
July		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
August		6.25	1	2	1	3.25	1	5	1	6.25	2	.75
September		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
October		6.25	1	2	1	3.25	1	5	1	6.25	2	.75
November		6.25	1	1.75	1	3	1	5	1	6.25	2	.50
December		6.25	1	2	1	3.25	1	5	1	6.25	2	.75

Monthly Vacation Earning Rate for a 40 hour week

	10 Days		15 Days		17 Days		20 Days		22 Days		25 Days	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
January		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
February		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
March		6.50	1	2	1	3.50	1	5.50	1	6.5	2	.50
April		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
May		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
June		6.50	1	2	1	3.50	1	5.50	1	6.5	2	.50
July		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
August		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
September		6.50	1	2	1	3.50	1	5.50	1	6.5	2	.50
October		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
November		6.75	1	2	1	3.25	1	5.25	1	6.75	2	.75
December		6.50	1	2	1	3.50	1	5.50	1	6.50	2	.50