



Personnel Department
County of La Crosse, Wisconsin

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VACATION

For all employees except Deputy Sheriff, Jailer & Telecommunicator Unions

This is the vacation policy for all employees except Deputy Sheriff, Jailer and Telecommunicator Unions.

OVERVIEW

Vacation is earned on a bi-weekly basis. The amount earned is based on years of service. Please note that if you have any unpaid time, you will not earn your full vacation. Your Union contract/memorandum/administrative code defines the vacation earning requirements.

SCHEDULING VACATION

All vacation time off must be approved in advance by your immediate supervisor.

BALANCE INDICATED ON YOUR CHECKSTUB

Your vacation balance will appear on your pay stub. The stub will show the amount earned and taken for the pay period and the amount remaining. If your balance is zero you have no vacation to use. It is important to review your balance each payday.

VACATION ACCUMULATION

Vacation can be accumulated until the maximum balance is reached. The maximum an employee can have in their bank is double of what they earn in one year. Example: If a full-time employee currently earns 15 days of vacation a year, they can accumulate vacation until they reach a max cap of 30 days. Once they reach the max cap they would not earn any vacation until they used some vacation and were then below the max cap.

MINIMUM USAGE

Vacation can be used in minimum increments as specified in your Union contract, memorandum, or administrative code. If not specified, then usage is according to department policy.

ANNIVERSARY DATE

Under the new system your anniversary date is only used to determine when you increase to the next level of vacation earning (i.e. 2 weeks earning going to 3 weeks earning). No vacation is granted to you on your anniversary date.

CONTACT FOR QUESTIONS

If you have questions how much time you have or are earning, first check your check stub. If you think you have found a discrepancy on your balance, contact Lisa Wille in the Personnel Department at 785-9685. *Always save your check stubs!!*