



Personnel Department
County of La Crosse, Wisconsin

County Administrative Center • Room 2190
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www.co.la-crosse.wi.us

VACATION

Deputy Sheriff, Jailer & Telecommunicator Unions only

OVERVIEW

From your anniversary/benefit date to your next anniversary/benefit date, you will earn the vacation to be used by the *day before* the following year's anniversary date. Please note that if you have any unpaid time, you will not accrue 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 check stub after your yearly anniversary.

NO VACATION CARRYOVER

There is no carryover of vacation. Vacation must be used by the day before your next anniversary date or be forfeited.

MINIMUM USAGE

Minimum usage of vacation is in 15 minute (or .25) increments when recording vacation on your time sheet.

CONTACT FOR QUESTIONS

If you have questions how much time you having coming, 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!!*

Benefits 5/04; 1/12