

COUNTY OF



ALLEGHENY

Name Of Policy:

AP 203 - Vacation Time

Original Date Issued: 8/14/25

Date(s) Revised:

TBD: This policy supersedes and replaces all previously issued policies related to Vacation Time.

Issued By Direction Of:

John Fournier

County Manager, Allegheny County

Scope:

This policy applies to the following individuals:

	Applies (X)		Applies (X)
Non-Union Full-Time Employees	x	Contract Employees	
Non-Union Part-Time Employees		Temporary Employees	
Union Full-Time Employees		Contractors	
Union Part-Time Employees		Any Person Who Works as an Agent for the County in Any Other Capacity	

1. Introduction

1.1 Background

Allegheny County recognizes the importance of employees having the opportunity for leisure time, rest and well-being.

1.2 Purpose

To offer paid vacation time to all eligible non-union, full-time employees.

1.3 Scope

This policy applies to eligible non-union, full-time employees.

1.4 Compliance/Violations

Those who violate this policy and these procedures may be subject to disciplinary action in accordance with the Allegheny County Progressive Discipline Policy up to and including termination.

1.5 Interpretation

The authority for interpretation of this policy rests with the Allegheny County Manager and the Director of Human Resources.

1.6 Policy Review and Updates

Allegheny County reserves the right to change this policy at any time.

2. Policy

2.1 Vacation Time

Full-time non-union employees are provided paid vacation time based upon years of service. During the first year of service, vacation time is prorated in accordance with Schedule 1:

Schedule 2: Vacation Days Allotted by Hiring Quarter	
Quarter Hired	Vacation Days (Hours)
Quarter 1 (Employees hired in January, February, March)	15 days (120 hours)
Quarter 2 (Employees hired in April, May, and June)	12 days (96 hours)
Quarter 3 (Employees hired in July, August, and September)	9 days (72 hours)
Quarter 4 (Employees hired in October, November, and December)	6 days (48 hours)

Employees actively employed or on an approved leave of absence on January 1st of each year are eligible for paid vacation based upon their years of service, in accordance with **Schedule 2**:

Schedule 2: Vacation Days Allotted by Years of Service	
Years of Service Completed as of Anniversary Date	Vacation Days (Hours)
Beginning 0 through 4 years	15 days (120 hours)
Beginning 5 through 9 years	20 days (160 hours)
Beginning 10 years or more	20 days + one day per each additional year, up to a maximum of 25 days (200 hours)

The County Manager may, at their discretion, award additional vacation days to individual employees for performance recognition or recruitment purposes.

2.2 Rollover

Accrued vacation time that is not expended by the employee in the calendar year may not be rolled over to the following year.

The County Manager may, at their discretion, authorize a non-precedent setting, vacation buyback program and establish the terms and conditions thereof.

2.3 Vacation Allotment at Time of Termination

Allegheny County does not allow for the payout of the cash equivalent of vacation time, which is not expended by the employee, except upon voluntary termination (including, but not limited to, retirement), involuntary termination for reasons other than just cause, or in the event of death. Employees who meet these criteria will have their vacation time balance assessed at their time of separation from employment. If their vacation balance is positive, they will be paid out for the positive balance of time. If their vacation balance is negative, the cash value of the negative balance of vacation time will be deducted from their final paycheck.

Schedule 3, below, determines the baseline accrual of vacation time based on the month of separation from the County, and the employee's years of service. Each designated month requires the employee to work on the 1st of the month. If the 1st falls on a weekend, the employee is required to work the full day prior to the weekend.

Schedule 3: Vacation Days Allotted by Termination Month												
Years of Service	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
0-4	2	2	4	5	7	8	9	10	12	13	14	15
5-9	2	3	5	7	9	10	12	14	15	17	19	20
10	2	4	6	7	9	11	13	14	16	18	20	21
11	2	4	6	8	10	11	13	14	17	19	21	22
12	2	4	6	8	10	12	14	16	18	20	22	23
13	2	4	6	8	10	12	14	16	18	20	22	24
14+	3	5	7	9	11	13	15	17	19	21	23	25

3. Procedures

Vacation Time Requests

Employees must submit vacation time requests in accordance with procedures required by their department.

6. Questions/Contact Information

Questions concerning this policy should be directed to:

Allegheny County Department of Human Resources: Employee Relations
Suite 920, City-County Building
414 Grant Street
Pittsburgh, PA 15219
Phone: 412-350-6940