



Vacation/Sick Leave Program

Vacation/Sick Leave is part of Scott County’s Total Reward for staff. The program covers Attorney’s Association, IUOE, LELS Deputies, LELS Corrections Officers, LELS Corrections Sergeants, and MNPEA 911 Dispatchers.

You must obtain approval in advance from your designated supervisor before using your Vacation hours. Please see your union contract for details.

Scott County automatically provides this benefit for eligible employees. No enrollment is required.

Who is eligible – You are eligible for Vacation and Sick if you are classified as a permanent or probationary full time or part time employee.

Unclassified full time temporary employees shall not be eligible for Vacation or Sick Leave unless eligible for other county benefits.

Vacation Leave - Is accrued in hours based on working a

maximum of 80 hours per pay period. No Vacation credit is earned for hours worked in excess of 80 hours per pay period. For those who work less than 80 hours per pay period, the earned hours will be prorated based on actual hours paid.

Vacation Donation – Employees may donate accrued PTO to the Emergency Medical Leave Sharing Program (EMLS) to assist coworkers experiencing medical hardship. See Emergency Medical Leave Sharing Program Policy for details.

Sick Leave – Is accrued in hours based on working a maximum of 80 hours per pay period. No Sick credit is earned for hours worked in excess of 80 hours per pay period. For those who work less than 80 hours per pay period, the earned hours will be prorated based on actual hours paid.

Please see your union contract for details.

VACATION ACCRUAL RATE

YEARS OF SERVICE	VACATION EARNED PER HOUR	MAX VACATION EARNED PER PAY PERIOD* (IN HOURS)	VACATION EARNED PER YEAR*	VACATION MAXIMUM BALANCE (IN HOURS)	VACATION MAXIMUM for Corrections Officers & Sgts. (IN HOURS)
0 - 6 years	.04615	3.69200	96 hours/12 days	192	144
7 - 10 years	.05769	4.61520	120 hours/15 days	192	180
11 - 15 years	.06923	5.53840	144 hours/18 days	192	216
16 - 19 years	.07692	6.15360	160 hours/20 days	192	240
20+ years	.08461	6.76880	176 hours/22 days	192	264

SICK ACCRUAL RATE

YEARS OF SERVICE	SICK EARNED PER HOUR	MAX SICK EARNED PER PAY PERIOD* (IN HOURS)	SICK EARNED PER YEAR*	SICK MAXIMUM BALANCE (IN HOURS)	SICK MAXIMUM PAYOUT (IN HOURS)
All	.04615	3.69200	96 hours/12 days	520	240

*Assumes you work full-time – 2,080 hours in a calendar year. An employee will not accumulate Vacation or Sick hours that exceed the maximum balance.

***Notice for Vacation and Sick-earning Employees:** The first 48 hours of Vacation and/or Sick leave time used annually, on a calendar year basis, will be designated ESST. Under the Vacation and Sick leave program, available leave time, with proper approvals, may be used for an ESST purpose. If all available hours are used for reasons other than those outlined in MN Law for ESST, additional ESST hours will not be provided.