



RESOLUTION NO. 2021-42

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

UPDATING ADMINISTRATIVE POLICIES

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, changes to vacation and holiday articles in the MOUs have created operational inconsistencies with current Board Policy; and

WHEREAS, alignment between Board Policy and labor agreements create operational efficiencies and offer clear direction for staff; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

- #2025 – Vacation
- #2030 - Holidays

BE IT FURTHER RESOLVED, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 8th day of December, 2021, by the following vote:

- AYES:** Directors: Heck, Hull, Johansen, Peters, Bierwagen
- NOES:** Directors: None
- ABSENT:** Directors: None
- ABSTAINS:** Directors: None

Chris Bierwagen

President of the Board of Directors

Attest: *Kras Stepanian*

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Vacation
POLICY NUMBER: 2025

2025.1 Accrual

2025.2.1 A regular full-time employee will accrue vacation with pay based on the employee's continuous years of service and in accordance with the following schedule:

Years of Service	Accrued Hours/ Pay Period	Max Accrued Days	Max Accrued Hours
0-4	3.079	20	160
5-9	3.692	24	192
10-14	4.615	30	240
15-19	6.166	40	320
20-24	7.691	50	400
25 or More	8.012	52	416

2025.2.2 A part-time regular employee will accrue vacation on a pro-rata basis according to their full-time equivalency.

2025.2.3 Eligible employees will accrue vacation as they work up according to the rates provided above, except that the maximum number of hours in an employee's vacation bank shall not exceed the maximum hours listed above. Unused vacation hours carryover from year to year but are subject to the applicable maximum hours cap listed above. Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used. Employees in an unpaid status do not accrue vacation.

2025.2.4 In the event work requirements prohibit employees from using vacation, the General Manager may authorize the employee to retain those days. This review is a case by case basis and will only be authorized by the General Manager. The General Manager's decision is not subject to the Grievance Procedure.

2025.2 Usage and Scheduling

- 2025.3.1 An employee is eligible to begin using vacation time after completing their initial probationary period. Although an employee may accrue vacation before completing the initial probationary period, the employee is not eligible to use accrued hours prior to completing the initial probationary period
- 2025.3.2 If an employee has exhausted sick leave and has a medical need to be absent from work, the District may require that the employee use vacation hours to remain in paid status.
- 2025.3.3 If an employee falls ill while on a pre-approved period of vacation leave, the employee may request to use sick leave hours in lieu of vacation time during the period of the employee's illness. Any such request must be submitted at the time that the employee falls ill and will be denied if submitted after the employee returns from vacation. Requests must be made to the employee's supervisor using the call out procedures that would have applied if the employee had been scheduled to be at work and needed to be absent due to illness. An employee may be required to provide documentation in support of a request to use sick leave under this provision.
- 2025.3.4 If a holiday falls on a workday within an employee's vacation period, such employee will not be charged with a day of vacation for the holiday and will receive holiday pay instead.
- 2025.3.5 Employees should submit written requests for vacations to their Department Manager, or their designee, at least two weeks prior to the requested vacation and in compliance with the Department's workload scheduling procedures. Whenever possible, vacations will be approved by the Department within five business days of submitting. If the vacation request is denied due to District needs, the Department will work with the employee to find alternative dates that are acceptable to both parties. Vacations may be scheduled at any time from the first of the year to the end of the year with the approval of the Department. However, employees occupying positions that require their presence on the job during certain parts of the year will not be permitted to take their vacations during those periods.
- 2025.3.6 Vacation may be used in minimum increments of at least 1 hour. Vacation is paid at an employee's base hourly rate.

2025.3 Vacation Upon Separation

- 2025.4.1 An employee may not use vacation to delay their separation date.
- 2025.4.2 A regular employee who has not completed their initial probationary period and whose employment with the District is terminated for any reason is not eligible to receive payment for any accrued vacation hours.
- 2025.4.3 A regular employee who has completed the initial probationary period and whose employment with the District is terminated for any reason will receive payment for any previously accrued and unused vacation pay as part of their final paycheck.

Adopted: June 25, 2014 via Resolution No. 2014-40
Revised: October 25, 2017 via Resolution No. 2017-3
Revised: December 8, 2021 via Resolution No. 2021-42

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 All regular full-time employees are eligible to receive eight (8) hours of pay at their straight time rate for each of the following holidays:

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|-------------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King's Birthday | Columbus Day |
| President's Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth | Day after Thanksgiving |
| Independence Day | Christmas Day |

Regular employees will receive a maximum annual allowance of 112 holiday hours.

2030.3 Regular full-time employees will receive an additional sixteen (16) hours of floating holiday at their straight time rate at the time of hire and once thereafter at the beginning of each calendar year:

- 2030.3.1** Holiday time will consist of an eight (8) hour day for a full time employee. If an employee is on an alternate work schedule, the employee will be required to use floating holiday hours to make up the difference between the holiday hours provided and the employee's regularly scheduled hours. Employees who exhaust floating holiday hours will be required to use vacation leave to make up any difference.
- 2030.3.2** If not used or needed for purposes of Section 2030.3.1 above floating holiday hours may be used in minimum increments of one (1) hour at the employee's discretion with prior approval of their Department Manager.
- 2030.3.3** Floating holiday hours must be used and recorded for payroll purposes by the last pay date of the calendar year in which they were accrued.
- 2030.3.4** Unused holiday hours, including unused floating holiday hours, will not be paid upon separation from the District nor will they be carried over from calendar year to calendar year.
- 2030.3.5** Employees who begin employment after the start of the year will receive a pro-rated number of floating holiday hours at the time of employment.

- 2030.4 Part-time employees shall be eligible for paid District-observed legal holidays and floating holiday hours on a pro-rated basis an in an amount which coincides with their full-time equivalency. Regular part-time employees may use floating holiday hours after completion of their probationary period.
- 2030.5 Observed Holidays: If an employee is required to work on a holiday, the actual holiday will be considered the date on which the holiday is observed. For employees who are given time off for the holiday, the holiday will be observed as follows:
- 2030.5.1 If the holiday falls on a Sunday, the Monday following will be observed as the holiday
- 2030.5.2 If the holiday falls on a Saturday, the Friday preceding shall be observed as the holiday.
- 2030.5.3 In all instances, an observed holiday will be observed in the calendar year in which it occurs.
- 2030.6 Holiday Work: An employee required to work on an observed holiday shall, in addition to the holiday pay, be compensated at the overtime rate of pay for all time worked on the holiday, or have the day banked to be used at a later time during the calendar year in which the holiday occurred. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year.
- 2030.7 Weekday Holidays and Days Off: When any of the above holidays fall during the period of Monday through Friday, but the day on which the holiday is observed occurs on a non-workday of an employee, that employee shall be compensated at the straight time rate of pay for that day, or have the Holiday (8 hours) banked to be used at a later time during the calendar year in which the holiday occurred. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year.

Adopted: June 25, 2014 via Resolution No. 2014-40
Revised: February 10, 2021 via Resolution No. 2021-03
Revised: December 8, 2021 via Resolution No. 2021-42