

NEBRASKA POWER REVIEW BOARD

BOARD POLICY NO. 6 VACATION LEAVE RETENTION AND BALANCING FOR NON-CLASSIFIED NPRB EMPLOYEES

I. Purpose.

This policy establishes the Board's policy for the number of accrued vacation hours that can be carried over into the next calendar year by non-classified employees of the Nebraska Power Review Board.

II. Policy Applicability and Definitions.

- A. This policy shall apply to the retention and balancing of accrued vacation leave hours only for non-classified employees. The provisions covering classified employees are set out in the Classified System Personnel Rules and Regulations published by the State Personnel Division.
- B. Board or NPRB shall mean the Nebraska Power Review Board.

III. Board Findings.

- A. The Board acknowledges the following facts, which were taken into consideration when adopting this policy:
 - 1. The small size of the Board's staff and the Board's workload make it difficult for vacation time to be taken in increments that would significantly reduce the accrued vacation time of the Board's employees, including the executive director.
 - 2. The executive director must often take vacation time in small increments to reduce the negative impact on the Board's office and the power industry, which expands the time needed in order to reduce excess vacation leave prior to the start of the next calendar year.

VI. Vacation Balancing and Retention.

- A. For State employees in a non-classified position, the vacation leave total Prior Year Carry Over Balance cannot be greater than the hours earned for the year unless the Agency has adopted a policy allowing the carry over balance to be in excess of one year's earnings, not to exceed 35 days (280 hours). (See Nebraska

Employee Information System Manual, section number CONC-004, page 1, effective 4-1-94.)

- B. It is the NPRB's policy that for each employee in a non-classified position, the vacation leave total Prior Year Carry Over balance can exceed the employee's hours earned for the year.
1. The carry over balance of accrued vacation leave shall not exceed a total of 35 days (280 hours) for any NPRB non-classified employee. (See Nebraska Employee Information System Manual, section number CONC-004, page 1, effective 4-1-94).
- C. In special and meritorious cases, when it would cause hardship for an employee to take earned vacation leave before December 31, excess carry over leave may be approved by the executive director. (See Nebraska Classified System Personnel Rules and Regulations, Title 273, NAC, Chapter 9, § 004.02).
1. Approval of excess carry over leave must be in writing, signed by the executive director. Oral approval must be confirmed in writing to be valid.
 2. The employee must use the excess vacation leave hours authorized to be carried over within the first six months of the next calendar year. The executive director will assure that the excess vacation leave hours carried over are used within the first six months of the next calendar year.
 3. In no case shall approved carry over vacation continue from year to year.

Approved at NPRB meeting on November 17, 2000.



Timothy J. Texel
Executive Director