

ORDINANCE NO. 3652-21

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF MADERA COUNTY  
AMENDING SECTION 2.60.580 CHAPTER 2.60 OF TITLE 2 OF THE MADERA  
COUNTY CODE RELATING TO VACATION LEAVE

NOW, THEREFORE, THE MADERA COUNTY BOARD OF SUPERVISORS  
DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1:** Section 2.60.580 of Chapter 2.60 of Title 2 of the Madera County  
Code are hereby added to read as follows:

**2.60.580 Vacation Leave.**

- A. 1. Employees appointed to a permanent full-time position shall accrue vacation  
hours as follows:

Years of Service	Accrual Rate
0 – 1	6.67 hours per month
1 – 2 ½	8 hours per month
2 ½ - 5 ½	10 hours per month
5 ½ - 10	12 hours per month
10+	14 hours per month

Employees appointed to a permanent position on a part-time basis shall  
accrue a prorated amount of vacation hours based on the number of hours  
the employee is scheduled to work each week. Accrued vacation hours shall  
be credited at the end of the month in which they are earned, and available  
for use the following month.

2. Vacation Accrual Cap: Employees shall accrue no more than three hundred sixty (360) hours, (forty-five (45) days), of vacation at one time. Once an Employee reaches this three hundred sixty (360) hour cap, the Employee shall accrue no more vacation hours until the Employee's vacation balance again drops below three hundred sixty (360) hours. However, Employees with three hundred sixty (360) hours of accrued vacation shall be permitted to accrue additional vacation hours if those hours are used in the next succeeding pay period.

3. When an employee is absent without pay for a total of eleven (11) working days, (eighty-eight (88) hours) or more in any one (1) month, vacation credit for that month shall not be allowed. No vacation time shall be allowed in excess of that actually accrued at the time vacation is commenced or at the time of separation from the county service.

B. If, through no fault of an employee, the County denies the employee the opportunity to use their accrued vacation time, further accrual will be paid in cash until such time as accrued vacation time is reduced below the three hundred sixty (360) hour vacation cap.

**SECTION 2:** This Ordinance shall take effect thirty (30) days after its adoption and before the expiration of fifteen (15) days after its passage, it (or a summary) shall be published with the names of the members of the Board of Supervisors voting for and against the Ordinance in a newspaper of general circulation published in the County of Madera.

\* \* \* \* \*

The foregoing Ordinance was adopted this 11 day of JULY,  
2023, by the following vote:



Supervisor Wamhoff voted: yes  
Supervisor Rogers voted: absent  
Supervisor Poythress voted: yes  
Supervisor Gonzalez voted: yes  
Supervisor Macaulay voted: yes

Arnet Poythress  
Chairman, Board of Supervisors

ATTEST:

Aileen Schirmer  
Clerk, Board of Supervisors

Approved as to Legal Form:  
COUNTY COUNSEL

By: James N. McCann  
Digitally signed by: James N. McCann  
DN: CN = James N. McCann  
email = jmccann@lozanosmith.com  
C = AD O = Lozano Smith  
Date: 2023.05.26 09:54:06 -07'00'

**COUNTY OF MADERA**  
**SUMMARY OF ORDINANCE AMENDING SECTION 2.60.580 OF**  
**THE MADERA COUNTY CODE RELATING**  
**TO VACATION LEAVE**

On July 11, 2023, the Madera County Board of Supervisors adopted Ordinance No. 3652-21, which amended section 2.60.580 of the Madera County Code to remove the 1-year waiting period for permanent employee accrual of vacation and allow vacation accrual from the start of employment with the County.

The Ordinance was adopted by the following vote:

Supervisor Wamhoff:

*yes*

Supervisor Rogers:

*absent*

Supervisor Poythress:

*yes*

Supervisor Gonzalez:

*yes*

Supervisor Macaulay:

*yes*

A copy of the full text of this Ordinance, and of the Board letter are available for review in the office of the Clerk of the Board of Supervisors, Madera County Government Center, 200 West 4th Street, Madera, California 93637.



Karen Scrivner  
Clerk of the Board of Supervisors

Publication: Government Code §25124