

5.0 LEAVE

5.1 ANNUAL LEAVE

Annual leave is a benefit conferred on certain employees of the County permitting them to be absent from duty for personal reasons without loss of pay. Annual leave, although calculated and accrued from anniversary date to anniversary date, may not be used by the employee until after the employees' annual anniversary date.

Accrual: Annual leave shall be credited to Full-time and Full-time On-call employees in accordance with the following schedule:

	37.5 hour/week employees	40 hour/week employees
After One Full Year, Continuous Employment	37.5 hours	40 hours
After Two Full Years, Continuous Employment	75 hours	80 hours
After Seven Full Years, Continuous Employment	112.50 hours	120 hours
After Twelve Full Years, Continuous Employment	150 hours	160 hours
After Twenty-Five Full Years, Continuous Employment	187.5 hours	200 hours

In addition to annual leave, employees will earn two days (15 hours for employees that work 37.5 hours per week and 16 hours for employees that work 40 hours per week) of personal leave immediately (after 1st year) and again on each of the employee's anniversary date. Personal leave cannot be carried over and will not be paid in lieu of taking the time off.

Part-time employees may accumulate pro-rated vacation annually. Pro-rated vacation hours will be determined according to the number of paid hours for the previous year divided by the full-time equivalency for the department (i.e., 2080 or 1950) This percentage is then multiplied by using the full-time equivalent schedule based on years of continuous employment:

Example: Jane Doe worked 1350 hours → $1350 / 2080 = .65$ (ratio of part-time to full-time hours).
Jane Doe has been employed for 5 years which is equivalent to 80 hours of vacation time if she was full-time, therefore, she would receive 52 hours of leave. ($.65 \times 80 \text{ hours} = 52$)

Annual leave shall be determined from anniversary date to anniversary date. New employees will begin accruing vacation time at their date of hire but will not be able to use vacation time until after their first anniversary date. Former employees who are rehired by the county will use their new hire date for determining vacation eligibility. Employees who are transferred from one department to another will retain their original hiring date.

Use: Annual leave shall be used within the twelve months after which it is earned unless special permission has been granted by the supervisor. Annual leave time cannot be used on a holiday. Five (5) days of annual leave may be carried over to the next year and/or no more than five days of vacation can be paid out in lieu of using or losing vacation time with the approval of department head.

Approval: Annual leave must be applied for in advance and approved at the discretion of the department head. Annual leave shall be requested and approved at least 10 working days in advance for vacation

requests longer than 2 days in duration, except in emergency situations, as determined by the employee's department head.

The approval or disapproval of annual leave shall not be used as a means of disciplinary action or withheld without good cause.

Upon Separation: Annual leave earned and available to vested employees at the time they are separated from the County may be taken as annual leave or in a lump sum payment. Any leave accrued during a year in which the employee is employed but not vested will not be paid upon separation. Vested employees will be paid any unused and accrued vacation.

Upon Change in Employment Category: From time to time an employee may move from employment that is eligible for annual leave (e.g., Full Time) to one that is not (e.g., Part Time). Annual leave earned and available to employees at the time they change an employment category in this manner may be taken as annual leave or in a lump sum payment.

Records: Records of earned and/or vested annual leave and use is maintained in the Auditor's Office.