

GUIDELINES FOR TAKING COMP TIME, ANNUAL, SICK, AND PERSONAL LEAVE

Effective 2/20/2007 (Retro to 02/16/2007 Payroll)

These are administrative procedures for the use of any accrued leave. Remember, any leave requires prior approval from the supervisor.

Comp Time (CT): Comp time may be taken 15 minutes at a time, not to exceed 8 hrs per day (exceptions are made for Public Safety employees due to the length of their shifts). CT accrual, as reflected on payroll system, must be taken before any Personal Leave and whenever possible to do so before Annual or Sick Leave. If an employee has in excess of 30 days Annual Leave, the Annual Leave may be taken first. Comp Time is available for use once it has been earned.

Annual Leave (AL): An employee may take Annual Leave in 15-minute increments, not to exceed 8 hrs per day (exceptions are made for Public Safety employees due to the length of their shifts).

Sick Leave (SL): An employee may take Sick Leave in 15-minute increments, not to exceed 8 hrs per day (exceptions are made for Public Safety employees due to the length of their shifts).

Personal Leave (PL): Each employee is given 15 hours of Personal Leave each year. Each calendar year begins on December 16th and runs thru December 15th of the next year to be consistent with the payroll period. This PL is not carried over from year to year. If you were hired during the current year, this time is prorated on the number of months in which you accrue Annual & Sick Leave. You may begin taking this leave after three months. PL may be taken in 15 minutes increments not to exceed 3 hrs per day. If you exhaust your PL, you may not transfer Annual Leave to Personal Leave, just use Annual Leave.

Please remember that you may not take any leave in the month that it is earned. For example, if an employee has 40 hours AL and 56 hours SL on January 31st, he/she may not take more than those 40 hours AL or 56 hours SL in February. The February accrual will not be available until March 1st. Keep in mind this accrual may not be used for any leave that was taken from the 16th to the last day of the current month.

Each Department Head or Designee has access to each employee's Annual, Sick, Personal Leave and Comp time balances, as well as, the amount of time they took for that current pay period. In addition the leave balances are now shown on your check once leave is available for use. When you receive your check, the stub will show all hours taken through the 15th of the current month and include the accrual you earn as of the last day of the current month. Please check these balances each month and if there are any discrepancies, check with your Dept Head or Payroll Designee and they will verify any discrepancies with payroll.

Please remember that there is no "paid" leave during the first three months of employment. "Paid leave" is classified as Annual, Sick or Personal Leave. The only exception to this rule is if an employee has a death in the immediate family, they will be advanced up to three days of sick leave. Comp Time may be taken once it has been earned with proper approval from your supervisor. The employee does accrue leave during this 3-month period but it does not show on their check stubs until it is available for use. Employees whose 3-month anniversary date is on or before the 15th of the month may take any paid accrued leave after the anniversary date (i.e., you were hired on 2/15, your leave becomes available for use on 5/15). Employees whose 3-month anniversary date is on the 16th or after will not be allowed to take any paid accrued leave until the beginning of the following month (i.e., you were hired on 2/16 your leave becomes available for use on 6/1.) In circumstances such as this, if there is an exceptional situation and you have been employed 3 months but leave is not yet available for use, the employee is urged to see their department head for consideration.