



<b>Policy Title</b>		Annual Leave	
<b>Control Number</b> HR013	<b>Policy Date</b> 06/05/06	<b>Revision Date</b> 07/06/20	

### Purpose

To establish guidelines for earning and using annual paid leave

### Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

### General Statements

Employees are encouraged to take at least five (5) consecutive days of annual leave during each year to renew their physical and mental capabilities.

### Leave Earn Rates

For the purpose of earning and accruing annual leave, the period of twelve (12) calendar months following the employee's anniversary date is established as the leave year.

#### Traditional 40-Hour Work Week


Length of Service	Hours Earned/Month	Hours Earned/Year
Less than 2 years	6.67 hrs	80 hrs
2 but less than 5 years	8.00 hrs	96 hrs
5 but less than 10 years	10.00 hrs	120 hrs
10 but less than 15 years	12.00 hrs	144 hrs
15 or more years	14.00 hrs	168 hrs

#### Law Enforcement, Jailers and E911

Length of Service	Hours Earned/Month	Hours Earned/Year
Less than 2 years	7.00 hrs	84.0 hrs
2 but less than 5 years	8.40 hrs	100.8 hrs
5 but less than 10 years	10.50 hrs	126.0 hrs
10 but less than 15 years	12.60 hrs	151.2 hrs
15 or more years	14.70 hrs	176.4 hrs

#### EMS

Length of Service	Hours Earned/Month	Hours Earned/Year
Less than 2 years	9.36 hrs	112.0 hrs
2 but less than 5 years	11.20 hrs	134.4 hrs
5 but less than 10 years	14.00 hrs	168.0 hrs
10 but less than 15 years	16.80 hrs	201.6 hr
15 or more years	19.60 hrs	235.2 hrs

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Budgeted thirty-two (32) hour employees will earn annual leave in proportion to hours worked.

**Policy Guidelines**

Annual leave requires prior approval from the employee’s supervisor.

Leave must be taken in quarter-hour increments.

Accumulated annual leave in excess of 240 hours will be converted to sick leave based on balances as of the end of pay cycle ending June 15<sup>th</sup> of each year.

Employees on approved paid leave will continue to accrue annual leave.

Upon hire, annual leave accrues in the first paycheck. Leave accrues for each month you are in active paid status as of the 15<sup>th</sup> of each month.

Under no circumstances will an employee be paid for accumulated or unused annual leave while still in the employment of the County.

**Termination**

At termination of employment, if an employee works through the 15th of the month of termination, annual leave accrues for that month. Accumulated annual leave will be paid upon termination, not to exceed the maximum 240 hours.

In the event of an employee’s death, accumulated annual leave will be payable to the employee’s estate, not to exceed a maximum of 240 hours.

**Reference**

Replaces: Personnel Policy dated, June 5, 2006  
Article VI, Leaves of Absence, Section 6. Annual Leave  
Administrative Technical Bulletin, “Guidelines for Taking Comp Time, Annual, Sick and Personal Leave”, dated 02/20/2007