

PERSONNEL POLICIES FOR THE COUNTY OF BURNET

5.00 ABSENCES AND LEAVES

5.01 DEFINITIONS

Leave Time Any time off during your normal scheduled work period.

Unauthorized Absence An Unauthorized absence is one in which the employee is absent from regular duty without the permission of the department head. Employees are not paid for unauthorized absences, and such absences are cause for disciplinary action, up to and including termination.

Approval of Leave All leave taken by county employees must be approved by their department head or supervisor.

Sick Leave may be utilized by full-time employees who are absent from work due to:

- 1) Personal illness or physical or mental incapacity;
- 2) Medical, dental, or optical examinations or treatments;
- 3) Medical quarantine resulting from exposure to a contagious disease; or
- 4) Illness of the following members of the employee's immediate family:
 - a) Children
 - b) Spouse;
 - c) Parents

For payroll purposes, vacation leave, sick leave, personal leave, emergency leave, and holiday hours granted by the County will not be counted as work hours in the overtime calculation. Leave time is permitted up to a maximum of 40 hours per work week or employees normal work schedule.

5.02 VACATION LEAVE

Accruing Vacation Leave Upon completion of the initial three month employment period vacation leave benefits, figured from the date of employment, are credited to the employee. Thereafter, earned vacation leave is accrued and credited to the employee at the end of each month.

Full-time employees (exempt and non-exempt) accrue vacation leave as follows:

- * First through ninth year of employment:
80 hours/year (6.67 hours/month)
- * Tenth year and beyond:
120 hours/year (10 hours/month)

Part-time and temporary employees do not earn vacation leave.

Use of Vacation Leave Accrued vacation leave can be used upon the completion of the initial three-month employment period. No more than 80 hours can be carried forward from one calendar year to the next for the first through ninth year of employment. No more than 120 hours can be carried forward from one calendar year to the next for the tenth year of employment and beyond. Any accrued vacation leave in excess of the maximum allowable, at December 31st of each year, will be forfeited from the employee's leave record, without compensation.

Vacation leave of one hour or more, taken by an exempt non-elected employee, must be documented by completing an Exception Note signed by the department head and employee. The Exception Note is to be turned in to the County Human Resources Office.