

ADMINISTRATION OF LEAVE

STATEMENT OF POLICY: The purpose of this policy is to set forth the provisions for leave administration for all paid and unpaid leave categories (Annual Leave, Sick Leave, Compensatory Time used, Leave Without Pay and Special Leave Circumstances and Leave Donation).

SCOPE/COVERAGE AND EXCLUSIONS: Only regular status employees are eligible to accrue leave with pay under these policies from the date of hire subject to forfeiture as provided by these policies.

1. Eligibility for Leave

- a. Any employee regularly scheduled to work less than twenty (20) hours per week is not eligible for accrual of Annual Leave or Sick Leave.
- b. No leave of any kind shall accrue while on leave without pay.
- c. Elected Officials do not accrue Annual Leave or Sick Leave.

2. Deduction from Leave accruals commensurate with regular work schedule

If an employee takes a day of Annual Leave, Sick Leave or Compensatory Time on a regularly-scheduled work day, the number of hours ordinarily worked on that day will constitute the amount of Annual Leave, Sick Leave or Compensatory Time that will be charged to the employee. For example, if an employee regularly works an approved 4-10 alternative work schedule and the employee takes a day of Annual Leave, his or her leave balance shall be reduced by ten hours.

3. Disposition of Accrued Leave upon Transfer

An inter-departmental transfer does not affect accrued Annual or Sick Leave balances, but may affect the rate of accrual.

ANNUAL LEAVE

- A. Annual Leave shall include any approved period of absence with pay other than Sick Leave, paid Compensatory Time or Paid Administrative Leave.
- B. Employees shall be eligible to use accrued Annual Leave from the onset of their employment.

RATE OF ACCRUAL:

Annual Leave hours shall accrue according to the following schedules:

Regular Full-Time Classified Employees (Based upon an 80 hour pay period)

Years of Service	Accrual Rates
0-3 years	4.0 hours per pay period
4-9 years	5.0 hours per pay period
10-14 years	6.2 hours per pay period
15 years and over	8.0 hours per pay period

Regular Full-Time Unclassified Employees (Based upon an 80 hour pay period)

Years of Service	Accrual Rates
0-5 years	5.0 hours per pay period
6-9 years	6.2 hours per pay period
10 years and over	8.0 hours per pay period

Department Directors (Based upon an 80 hour pay period)

Years of Service	Accrual Rates
0-3 years	6.2 hours per pay period
4 years and over	8.0 hours per pay period

Regular status employees shall accrue Annual Leave on a pro rata basis in accordance with their actual hours paid per pay period, and their years of service as shown above. This means that only the first 80 hours paid, per pay period, are used to calculate Annual Leave accruals (e.g., an employee who is paid for more than 80 hours per pay period will not accrue more than the accrual rate shown in the applicable chart above. In contrast, an employee who is paid for less than 80 hours per pay period will receive a reduced prorated accrual rate).

FORFEITURE OF LEAVE

- At the conclusion of the last pay period each calendar year (the pay period which includes December 31st), regular status employees may carry over a maximum of two hundred forty (240) hours of Annual Leave. Annual Leave accrued in excess of these hours shall be automatically forfeited. Refer to Annual Leave Requests section D, paragraph 2.
- Employees on initial probation who do not complete 180 days of service shall forfeit all accrued Annual and or Sick Leave.
- Following adoption of this policy, any employee, who leaves County service, does not retire, and returns to County employment within five years, will have their accrual rates adjusted to reflect previous County service for which the employee earned leave accruals. Such adjustments shall be made by the Human Resources Department to the extent records are available.