
FORFEITURE OF LEAVE

1. 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.
2. Employees on initial probation who do not complete 180 days of service shall forfeit all accrued Annual and or Sick Leave.
3. 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.

ANNUAL LEAVE REQUESTS

1. Employees shall request Annual Leave far enough in advance of the desired time off as to allow the employee's department to schedule around such time off to meet County needs. The Department Director shall respond to the employee's Annual Leave request in a timely manner. In emergency situations when advance approval for leave cannot be obtained by the employee, the department must make a reasonable effort to accommodate the employee.
2. When the Department Director determines that the needs of the department require that an employee postpone or change scheduled Annual Leave, and that postponement makes the employee liable for forfeiture of Annual Leave credit, the department shall notify the Human Resources Department and the County Administrator, requesting approval for carryover of the unused leave. Such requests will be evaluated on a case-by-case basis and the request must be made prior to the expiration of the pay period which includes December 31st of each calendar year; if approved, such carryover leave must be used within the first quarter of the following calendar year.

ANNUAL LEAVE FOR EMPLOYEES SEPARATING SERVICE

All regular status employees who have completed initial probation shall receive payment for Annual Leave hours through the pay period in which the effective date of separation of service occurs. Law Enforcement Personnel completing 180 calendar days of their 365 days initial probationary period shall receive payment for accrued Annual Leave.