



# Cochise County Board of Supervisors

Public Programs...Personal Service  
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**Policy Title:** Personal Leave

**Policy Number:**

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**Effective:** December 16, 2018  
**Supersedes:** *Human Resources Policy Manual, Administration of Leave Policy, Annual Leave Subsection, Feb 1, 2017; p26-27.*  
**Last Reviewed/Updated:** December 18, 2018  
**Scope/Coverage:** All full-time and part-time benefits eligible, regular status employees  
**Policy Contact:** Human Resources

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## I. Conversion to Personal Leave

On the effective date of this policy, each current employee's balance of Annual and Sick leave hours shall be merged and converted to Personal Leave hours.

## II. Accrual

- A. All **benefits-eligible** employees accrue Personal Leave from the date of hire provided they are in a paid status.
  - 1. Full-time employees shall accrue Personal Leave at a rate of 6.5 hours per pay period up to a maximum of 2,080 hours.
  - 2. Part-time employees scheduled to work at least 20 hours each week shall accrue Personal Leave at a pro-rated accrual amount up to a maximum of 2,080 hours.
- B. The County shall administer Workers' Compensation in accordance with [A.R.S. §38-961](#).
- C. An employee who transfers between County departments, and/or employment types shall retain any accrued Personal Leave.

## III. Use of Personal Leave

- A. Accrued Personal Leave shall be available for use from the onset of employment.
- B. Employees may use personal leave for any purpose, providing the employee:
  - 1. requests time off and receives approval from the appointing authority or designee.



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- a. Unless waived by the appointing authority or designee, employees shall submit written requests for use of personal leave for an anticipated absence at least two weeks in advance of the dates of leave. The appointing authority shall respond to written requests for leave within five business days.
  - b. The employee shall notify the appointing authority or designee of an unanticipated absence as soon as possible or not less than 30 minutes prior to scheduled work start time to be eligible to use personal leave.
2. accurately reports all approved personal leave on the employee's time sheet.
- C. Except for the use of Personal Leave for a qualifying condition under the [FMLA](#), the appointing authority, or designee:
1. has the sole authority to approve or disapprove Personal Leave requested by an employee. Disapproval of leave must be made in writing and be for a valid business purpose.
  2. may require that an employee postpone or change scheduled personal leave for a valid business purpose.
  3. shall ensure an employee's use of leave is properly recorded on the employee's timesheet
- D. Personal Leave shall not be charged against an employee's accrued leave balance for an observed holiday that occurs while an employee is using Personal Leave.
- E. Personal Leave accrued during a paid leave of absence may not be used until the employee has returned to work from the absence and has worked at least one (1) full day.
- F. Deductions of Personal Leave for authorized absences from work are taken based on the employee's regularly scheduled work hours.
- G. Personal Leave may be used to supplement Workers' Compensation payments up to 100% of an employee's regular bi-weekly base salary.
- H. To facilitate a healthy work/life balance and ensure employees are at work in a refreshed and productive state, all employees should take at least two, one-week periods of Personal Leave per year, or the equivalent of 80 hours.



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## IV. Disposition of Accrued Personal Leave

- A. Employees who are on initial probation at the time of separation of employment shall forfeit without compensation all accrued Personal Leave.
- B. An employee that separates from County service after successful completion of initial probation shall be paid as follows:

Separation Other Than Retirement	
Unused Personal Leave Hours at Departure	Payment % Upon Departure
0 – 280 hours	100% of hours
281 – 2,080 hours	0% of hours
Separation Due to Retirement into Arizona State Qualifying Plan	
Unused Personal Leave Hours at Retirement	Payment % Upon Retirement**
0 – 280 hours	100% of hours
281- 2,080	* 30% of remaining hours
<p><i>* Employees hired prior to April 1, 2012 will receive 100% of 280 hours and 50% of all remaining hours up to 2080 hours. Employees hired between April 1, 2012 and December 15, 2018 will receive 100% of 280 hours and 35% of all remaining hours up to 2,080 hours.</i></p> <p><i>Separation Due to Retirement for <b>County Court</b> employees hired before April 1, 2012 will receive 100% of 340 hours and 50% of all remaining hours up to 2,080. Maximum payment upon retirement is \$20,000 for employees hired after December 15<sup>th</sup>, 2018. Employees have the option to receive this payout as a lump sum or over two fiscal years.</i></p>	