



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Personal Leave

Policy Number: 2210

Effective: Insert new date
Supersedes: *Human Resources Policy Manual, Administration of Leave Policy, Annual Leave Subsection, Feb 1, 2017; p26-27.*
Last Reviewed/Updated: ***DRAFT 112022***
Scope/Coverage: All full-time and part-time benefits eligible employees
Policy Contact: Human Resources

I. Accrual

- A. All benefits-eligible employees, in a paid status, accrue Personal Leave from the date of hire.
 - 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 a minimum of 20 hours each week shall accrue Personal Leave at a pro-rated accrual amount up to a maximum of 2,080 hours.
- B. An employee who transfers between County departments, and/or changes from part-time to full-time or vice versa, shall retain any accrued Personal Leave.

II. 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, provided the employee:
 - 1. Submits the request for use of personal leave a minimum of two weeks in advance or as required by the appointing authority. The appointing authority or designee shall respond to personal leave requests within five business days.
 - 2. Notifies the appointing authority or designee of an unanticipated absence a minimum of one (1) hour prior to the scheduled start time. The amount of required notice may vary based on departmental needs, as determined by the appointing authority. Failure to provide sufficient notice of requested time off may result in denial of personal leave use. Failure to report to work, if a request is denied, absent circumstances beyond the employee's control, shall result in the employee being

placed on leave without pay and may lead to disciplinary action.

3. Accurately reports all approved personal leave on their timesheet.
- C. An Appointing Authority, or designee, may approve or deny Personal Leave use provided:
1. A denied leave request is documented and for a valid business purpose.
 2. An employee who is denied a leave request is offered an alternative approved leave request option.
 3. Leave use is properly recorded on the employee's timesheet.
- D. Personal Leave use for a qualifying condition under the FMLA (Family and Medical Leave Act) shall be approved.
- E. 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. Non-exempt employees with regularly scheduled work hours greater than the eight (8) holiday hours granted, shall use Personal Leave to fill any gap in scheduled work hours. In the event the employee does not have sufficient Personal Leave hours to fill this gap, those hours shall be considered leave without pay.
- 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 are encouraged to take a minimum of two, one-week periods of Personal Leave per year, or the equivalent of 80 hours.

III. 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 who has submitted a resignation or notice of intent to retire may not extend the period of employment using Personal Leave, without approval from the County Administrator or Deputy County Administrator.
- C. An employee who separates from County service after successful completion of initial probation shall be paid as follows:

Date of Hire	Separation Other Than Retirement	Separation Due to Retirement into Arizona State System
After December 15, 2018	0 – 280 hours paid 100% Maximum payout - \$20,000	0 – 280 hours paid 100% 30% of hours 281 - 2080 Maximum payout - \$20,000
Between April 1, 2012, and December 15, 2018	0 – 280 hours paid 100%	0 – 280 hours paid 100% 35% of hours 281 – 2080
Prior to April 1, 2012	0 – 280 hours paid 100%	0 – 280 hours paid 100% 50% of hours 281 – 2080
Court Employees Prior to April 1, 2012	0-280 hours paid 100%	0 – 340 hours paid 100% 50% of hours 341 – 2080