

CHAPTER 19 - ANNUAL LEAVE

A. ELIGIBILITY AND ACCRUAL RATES

All regular full-time employees earn annual leave at the rates indicated below (unless specified by a collective bargaining agreement). Regular part-time employees who work at least twenty (20) hours per week earn pro-rated annual leave in proportion to the full-time equivalency (FTE). Temporary, on-call, elected, and other non-regular employees are not eligible to accrue annual leave. If eligible, annual leave will begin to accrue immediately upon hire but there will be a three (3) month waiting period (from the hire date) before the leave can be used.

ACCRUAL RATES FOR REGULAR EMPLOYEES

Length of Service	Biweekly	Annual
Up to 10 years (through 120 months)	3.693 hrs	96.02 hrs
10 years to 20 years (121- 240 months)	4.620 hrs	120.12 hrs
More than 20 years (241+ months)	6.160 hrs	159.12 hrs

ACCRUAL RATES FOR 12 HOUR SHIFT EMPLOYEES

Length of Service	Biweekly	Annual
Up to 10 years (through 120 months)	4.062 hrs	105.61 hrs
10 years to 20 years (121-240 months)	5.082 hrs	132.13 hrs
More than 20 years (241+ months)	6.776 hrs	176.18 hrs

ACCRUAL RATES FOR 24 HOUR SHIFT EMPLOYEES

Length of Service	Biweekly	Annual
Up to 10 years (through 120 months)	5.17 hrs	134.42 hrs
10 years to 20 years (121-240 months)	6.47 hrs	168.22 hrs
More than 20 years (241+ months)	8.62 hrs	224.12 hrs

B. COMPUTATION OF ANNUAL LEAVE

1. Regular employees will accrue annual leave based on length of continuous service with the Board of County Commissioners.
2. Annual leave will be earned on the last day of each pay period.
3. Annual leave cannot be used before it is earned.
4. Employees must be in active pay status (not on leave without pay) to earn leave.
5. Annual leave will not be used in increments of less than one quarter (1/4) hour.

6. Employees are encouraged to take annual leave within the calendar year. However, employees are allowed to carry over up to three hundred fifty-two (352) hours of annual leave accrued as of December 31st into the next calendar year. Annual leave in excess of 352 hours on the final payroll of the calendar year will be forfeited. Excess leave cannot be donated to other employees.
7. Employees who enter the Deferred Retirement Option Program (DROP) will be allowed to elect a lump-sum payment of any or all of their unused, accrued annual leave, up to the maximum 240 hours, at the beginning of the DROP participation period. Employees who enroll in DROP will continue to earn annual leave according to the accrual schedule. At final separation, the employee will be paid only for the annual leave balance, if any, not paid at the beginning of the DROP period.

C. USE OF ANNUAL LEAVE

1. Requests to use annual leave should be submitted in writing at least one calendar week in advance if possible.
2. Annual leave requests will be granted at the discretion of the Department Head who must consider departmental workloads. However, every effort will be made to accommodate employees.
3. Employees may not use annual leave or compensatory time to cover tardiness.
4. Cash payment in lieu of time off is not permitted.

D. PAYMENT/FORFEITURE OF UNUSED ANNUAL LEAVE

1. Employees who separate from County employment before the completion of six (6) months of employment will not be paid for accrued annual leave. Such leave will be forfeited and cannot be donated to other employees.
2. Separating employees who have at least six (6) months of service with the County will be paid for all unused, accrued annual leave up to a maximum of two hundred forty (240) hours, provided that separation from County employment is for reasons other than misconduct. Leave will be paid at the employee's current rate of pay.
3. In the case of the death of an employee who is eligible for payment, unused annual leave will be paid to the employee's estate or otherwise as provided by law.

CHAPTER 20 - SICK LEAVE

A. ELIGIBILITY AND ACCRUAL

All regular employees will earn sick leave. Temporary, on-call, elected and other non-regular employees will not accrue sick leave. Employees must be in active pay status (not on leave without pay) to earn leave. Part-time employees who work at least twenty (20) hours per week will earn sick leave in a pro-rated amount computed on a base rate of 3.693 hours per biweekly pay period. If eligible, sick leave will begin to accrue immediately upon hire but there will be a three (3) month waiting period (from the hire date) before the leave can be used. Sick leave will be credited on the last day of each pay period.

ACCRUAL RATE FOR REGULAR FULL-TIME EMPLOYEES

Biweekly – 3.693 hrs Annual – 96.02 hrs

ACCRUAL RATE FOR REGULAR FULL-TIME 12 HOUR SHIFT EMPLOYEES

Biweekly – 4.062 hrs Annual – 105.61 hrs

ACCRUAL RATE FOR REGULAR FULL-TIME 24 HOUR SHIFT EMPLOYEES

Biweekly – 5.17 hrs Annual – 134.42 hrs

B. USE OF SICK LEAVE

1. Sick leave may be used only with the approval of the Department Head and will not be authorized prior to the time it is earned and credited to the employee.
2. Sick leave will be approved for the employee's personal illness, injury, disability, pregnancy or pregnancy related conditions including childbirth and miscarriage, or exposure to a contagious disease which would endanger others, or for an illness in the employee's immediate family (spouse, children, parents, siblings, grandparents, grandchildren, or in-laws). Sick leave may be used for doctor, dentist, or other recognized health care provider appointments when it is not possible to arrange the appointment for off-duty hours, but not to exceed the reasonable amount of time required to complete the appointment. Sick leave may not be used for injury sustained while engaged in outside employment.
3. "Immediate family," as used in the preceding paragraph, refers to the employee's spouse, children, parents, siblings, grandparents, grandchildren, and in-laws. A child is a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis,

who is under 18 years of age or is incapable of self-care because of a mental or physical disability. A parent is a biological, adoptive, foster or step- parent. An in-law refers to a current father-in-law, mother-in-law, brother-in-law, or sister-in-law.

4. The minimum charge for sick leave will be one quarter (1/4) hour.

C. ADMINISTRATION

1. All requests for sick leave must be in writing and approved by the Department Head or designee prior to use. In the event prior notification is not possible, an employee must immediately contact his/her supervisor regarding the absence no later than thirty (30) minutes after the scheduled starting time. Unless incapacitated, employees are expected to call their supervisors personally. Notification is required daily unless otherwise instructed by the Department Head or designee.
2. An employee may be required to supply proof of sickness, injury or disability, if absenteeism exceeds three (3) consecutive work days or six (6) days within a thirty (30) day period or if a pattern of sick leave leave in combination with days off, holidays off, or other time off is documented. If the employee is sent to a physician of the County's choosing for the purpose of providing proof of illness or ability to perform at work, the County will pay the expenses.

D. PAYMENT/FORFEITURE OF UNUSED SICK LEAVE

1. A separating employee with a length of service of eight (8) years or more is eligible for payment of unused, accrued sick leave, provided that separation from County employment is for reasons other than misconduct. In cases of death where the employee is eligible for payment, the accrued unused sick leave payment will be made to the employee's estate or as otherwise provided by law, subject to the limits in the section below.
2. Employees who are eligible for payment of sick leave credits will be paid at the employee's current regular hourly rate of pay for 25% of all unused sick leave credits, not to exceed 480 hours paid (after percentage is calculated). In no case will payment in excess of 480 hours be paid. Employees eligible for payment of unused sick leave earned before October 1, 1981 will be paid at the rate of 100% for those benefits earned prior to October 1, 1981, at the September 30, 1981 rate of pay. No other payment in lieu of sick leave is permitted.
3. Employees who terminate County service and are not eligible for payment of unused sick leave will forfeit their leave. Terminating employees may not donate their leave to other employees.