

## **SECTION 07-04**

**Effective Date: July 1, 2006**

### **ANNUAL LEAVE**

Annual Leave with pay shall be provided for each completed calendar month of employment in the Administrative Division as follows:

- (A). At the rate of eight (8) hours per month (four (4) hours per Pay Period as pursuant to Section 13-02 of this Manual) for permanent/full-time employees with less than five (5) full years of continuous service in departments or positions now part of the Administrative Division as defined;
- (B). At the rate of ten (10) hours per month (five (5) hours per Pay Period as pursuant to Section 13-02 of this Manual) for permanent/full-time employees with between five (5) and ten (10) full years of continuous service in departments or positions now part of the Administrative Division;
- (C). At the rate of twelve (12) hours per month (six (6) hours per Pay Period as pursuant to Section 13-02 of this Manual) for permanent/full-time employees with between ten (10) and twenty (20) full years of continuous service in departments or positions now part of the Administrative Division;
- (D). At the rate of fourteen (14) hours per month (seven (7) hours per Pay Period as pursuant to Section 13-02 of this Manual) for permanent/full-time employees twenty (20) or more full years of continuous service in departments or positions now part of the Administrative Division.

For the purposes of this Section, eight (8) consecutive hours of Annual Leave is expressed as one (1) Annual Leave day. Increases in Annual Leave accrual rates shall take place starting the month following an employee's employment anniversary date. Increased Annual Leave accrual rates for existing Administrative Division employees shall commence effective August 1, 1996.

Annual Leave shall be earned in accordance with the provisions of Section 07-17 of this Manual. Annual Leave days may be continuously accumulated by all Administrative Division employees; the County will compensate employees for up to one hundred and ninety-two (192) hours or twenty-four (24) Annual Leave days accrued but unused at the time of termination of employment. Compensation will be rendered on the basis of the employee's average rate of compensation between the current and the previous County fiscal year or portion thereof when the employee was in service, or the employee's present rate of compensation in the event the employee has only been in service during the present fiscal year. Any Annual Leave hours or days in excess of one hundred and ninety-two (192) hours (twenty-four (24) days) at the time of termination shall be forfeited without compensation.

Annual Leave days earned may be used upon approval at the discretion of the employee to provide paid absences for vacation and other personal purposes (including those purposes for which Sick Leave and Personal Leave may be used), or for absences in excess of the time available for other kinds of leave. Annual Leave alone or Annual Leave and Personal Leave together may not be taken in excess of fifteen (15) successive working days within any sixty (60) calendar day period unless approved by the County Administrator. Annual Leave when taken must be in increments of no less than one (1) hour. No Annual Leave shall be taken during any period of absence immediately following an absence of sixty (60) consecutive calendar days until the employee has been at work for

at least sixty (60) working days. An exception to this provision is made where an employee has exhausted all paid Sick Leave days during an absence of sixty (60) consecutive calendar days and desires to use Annual Leave in lieu of Sick Leave.

An employee requesting no more than two (2) successive working days of Annual Leave must notify his/her department head (or the County Administrator if the employee is a department head) at least twenty-four (24) hours in advance of the date or time in which the Annual Leave is requested on County-approved forms for approval. Annual Leave requests in excess of two (2) successive working days but less than five (5) successive working days must be submitted at least three (3) working days in advance of the date the leave is requested. Annual Leave requests of five (5) successive working days or more must be submitted at least five (5) working days in advance of the date the leave is requested. Annual Leave shall be approved by the department head or County Administrator if the employee's absence will not unduly disrupt the operations of the department(s) to which the employee is assigned. The right to deny approval of Annual Leave is expressly granted to department heads (or to the County Administrator if the employee is a department head) if an employee's absence would be disruptive to departmental operations and if the request was not filed in the manner and within the time frame specified herein. Non-department head employees may appeal a denial to the County Administrator; department heads may file an appeal to the Board of Supervisors to be heard at the next regular meeting of the Board following the denial. Employees are encouraged to submit their requests for the use of Annual Leave with as much advance notice as possible. All such appeals must be submitted in writing.