

## **Section 603 Holidays – When Work is Required**

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Essential regular full-time public safety employees required to perform work on regularly scheduled holidays will be paid up to ~~twelve (12)~~ **twenty-four (24)** hours per holiday on top of their base pay for hours actually worked on a holiday. Essential regular full-time public safety employees who work less than (8) hours, or that do not work on a holiday, will be paid eight (8) hours of holiday pay. Regularly scheduled part-time employees required to perform work on a holiday will be paid a pro rata share of any (8) hour holiday. All other employees required to perform work on regularly scheduled holidays may be granted compensatory time off at the rate of one hour off **for each hour worked on a holiday. Compensatory time for holiday work shall be granted within three (3) months from the date it is earned.**

**A holiday is defined as beginning at midnight and continuing for twenty-four (24) hours until the following midnight.**

## **Section 604 Adverse Weather Conditions**

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County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager's office. All departments and offices will be given sufficient advance notice of any authorized early closing. Employees scheduled to work during an authorized official closing or other deviation, will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation. Employees who leave work before an official early closing time, as well as those employees who report for work late or do not report for work at all, will be required to use earned vacation to account for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorization for early closing or other deviation, will be required to honor that approved leave time.

The authorization for early closing or other deviation issued by the County Manager's office is not applicable to those County offices and departments that perform an essential public safety function unless that office or department is specifically identified as being covered in the authorization.

## **Section 605 Annual Leave**

- A. For the purpose of earning and accruing annual leave, the twelve (12) month period beginning with the first full pay period in January and ending with the pay period including December 31 is established as the leave year.
- B. Employees serving a probationary period following initial appointment shall not be permitted to take annual leave during the first six months of the probationary period unless the denial of such leave will create an unusual hardship. Any annual leave granted during this period shall have prior approval of the County Manager.
- C. Each employee normally scheduled to work at least 30 hours per week shall earn annual leave on a bi-weekly basis in accordance with the following schedule of total service:

Total Years of Service	40 Hour Per Week	42 Hours per Week (Sheriff, Jail, EMS, Communications)	56 Hours per Week (Fire)
	Hours Earned per Pay Period		
0-2 yrs.	3.624	3.8052	5.0736
2-5 yrs.	4.232	4.4436	5.9248
5-10 yrs.	5.152	5.4096	7.2128
10-15 yrs.	6.080	6.384	8.512
15-20 yrs	7.000	7.35	9.8
20 yrs. plus	7.920	8.316	11.088
Maximum Accrual Carried Over to Following Year	240	240	240

1. ~~Less than two years -.0453 hours for each hour worked with a maximum of 3.624 hours per pay period;~~
2. ~~Two years but less than five years -.0529 hours for each hour worked with a maximum of 4.232 hours per pay period;~~
3. ~~Five years but less than ten years -.0644 hours for each hour worked with a maximum of 5.152 hours per pay period;~~
4. ~~Ten years but less than fifteen -.0760 hours for each hour worked with a maximum of 6.080 hours per pay period;~~

5. ~~Fifteen years but less than twenty years -.0875 hours for each hour worked with a maximum of 7.000 hours per pay period;~~

6. ~~And twenty years or more -.099 hours for each hour worked with a maximum of 7.920 hours per pay period.~~

- D. Annual leave may be accumulated without any applicable maximum until the final pay period that includes December 31 of each leave year. However, if the employee separates from service, payment for accumulated leave shall not exceed thirty (30) days or 240 hours. On the final pay period that includes December 31 of the leave year, any employee with more than thirty (30) days or 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only thirty (30) days or 240 hours are carried forward to January 1 of the next leave year.
- E. Annual leave shall be taken with the prior approval of the employee's Department Head.
- F. Annual leave shall not be advanced under any circumstances.
- G. An employee who is separated shall be paid for annual leave accumulated to the date of separation, not to exceed a maximum of thirty (30) days or 240 hours.
- H. The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account, not to exceed a maximum of thirty (30) days or 240 hours.

## **Section 606 Sick Leave**

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- A. Each employee normally scheduled to work at least 30 hours per week shall earn sick leave on a bi-weekly basis at the rate of .0461 per hour worked not to exceed ~~3.688 hours per pay period~~ hours shown on the table below. Sick leave will be cumulative for an unlimited number of days.

Regularly Scheduled Hours Per Pay Period			
60 but less than 80	80 hours per pay period	84 hours per pay period	112 hours per pay period
Maximum Hours of Sick Leave Earned Per Pay Period			
.0461	3.6880	3.8724	5.1632