

- A. 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.
- B. 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 table of total service:

Total Years of Service	<u>60 hours but less than 80 hours</u>	<u>40 80 hours per Week pay period</u>	<u>4284 hours per Weekpay period</u> (Sheriff, Jail, EMS, Communications)	<u>56112 hours per Week pay period</u> (Fire)
	Hours Earned per Pay Period			
0-2 yrs.	<u>.0453 per hour</u>	3.6240	3.8052	5.0736
2-5 yrs.	<u>.0529 per hour</u>	4.2320	4.4436	5.9248
5-10 yrs.	<u>.0644 per hour</u>	5.1520	5.4096	7.2128
10-15 yrs.	<u>.0760 per hour</u>	6.0800	6.3840	8.5120
15-20 yrs	<u>.0875 per hour</u>	7.0000	7.3500	9.8000
20 yrs. plus	<u>.0990 per hour</u>	7.9200	8.3160	11.0880
Maximum Accrual Carried Over to Following Year	<u>240</u>	240	240	240

- 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. If approved, annual leave can be taken for each hour an employee is regularly scheduled to work.
- 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

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 hours shown on 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

B. To the extent that employees have accrued sick leave, they may be granted sick leave for absence for each hour regularly scheduled to work due to the following:

1. Sickness or bodily injury that prevents the employee from performing the regular duties of the job.
2. Medical or dental appointments.
3. The actual period of disability caused by or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom. A doctor's certificate is required to verify the employee's period of temporary disability for these reasons.
4. Exposure to a contagious disease when continuing work might jeopardize the health of others.