

investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Use of Paid Time Off

Whenever in this Employee Handbook an employee has a right to be paid for time while otherwise not working and the employee has available to him/her compensatory time, sick leave and/or annual leave, the employee must extinguish any compensatory time before utilizing any available sick or annual leave. An employee who is absent for 3 or more consecutive days and uses paid time off for illness may be required to present a doctor's excuse prior to returning to duty.

Paid Leave

Each full-time employee will accrue annual and sick leave bi-weekly in hourly increments based on their length of service as defined in the Accrual Schedules in the annual leave policy, below. Annual and sick leave are added to the employee's annual and sick leave balance at the end of each pay period. Annual and sick leave taken will be subtracted from the employee's accrued time balance. Part-time employees, temporary employees, contract employees, and interns are not eligible to accrue annual or sick leave. Eligibility to accrue sick or annual leave is contingent upon the employee either working or utilizing accrued compensatory time, sick or annual leave for the entire bi-weekly pay period. Neither annual nor sick leave is accrued in pay periods during which an employee is on a leave without pay status.

Paid Leave Exceptions. Department heads who have employees who miss more than three consecutive unscheduled days, must notify the Human Resources Department, as disciplinary action may be taken. Time off taken in excess of the annual leave accrued, without prior written approval by the County Administrator may result in disciplinary action up to and including termination of employment. This time will be unpaid. The only exceptions to this policy must be granted by the County Administrator. Under the County's Family and Medical Leave Act (FMLA) policy, all accrued paid leave will be used concurrently with FMLA.

Annual Leave

Special note. A County department may have different policies regarding leave and, if so, department employees will be provided a copy by the department head. If

there is a difference between the following policy and a department's policies, your department's policy will apply to your conduct.

All employees assigned to regular, full-time positions accrue annual leave with pay. New hires in their introductory period are not allowed to use accrued annual leave until satisfactory completion of their new hire introductory period, including any extension of the employee's new hire introductory period. The maximum amount of accrued leave that can be carried over at the end of the year is 240 hours. Use of annual leave is encouraged and subject to supervisor approval.

Pre-Approval. Except in the case of an emergency, all annual leave must be approved a minimum of two (2) days in advance by the employee's Department Head. Whenever possible, an employee wishing to take more than four (4) hours of annual leave time should request approval at least one (1) week in advance.

Vacations. Department heads are responsible for scheduling vacations based on employee seniority and must ensure that their departments are adequately staffed at all times. Consequently, the County may limit the number of employees that may be absent from a department at any one time.

Restrictions on accumulation and use. The value of an employee's accumulated but unused annual leave not to exceed two hundred forty (240) hours will be paid to the employee at termination only if: (1) the employee gives and satisfactorily completes the relevant notice period; or (2) in the case of the employee's discharge by the County, the employee is not discharged for disciplinary reasons as determined by the County.

Annual leave accrual schedule. The following is the annual leave accrual schedule for each pay period:

<u>Tenure</u>	<u>7.5 Hour Shift</u>	<u>8 Hour Shift</u>	<u>12 Hour Shift</u>	<u>24 Hour Shift</u>
0-6 Years	3.7 hours	3.7 hours	4.44 hours	4.62 hours
7-14 Years	4.6 hours	4.6 hours	5.55 hours	5.78 hours
15 or More	5.5 hours	5.5 hours	6.66 hours	6.94 hours

Sick Leave

Special note. A County department may have different policies regarding sick leave and, if so, department employees will be provided a copy by the department