

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

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

Unless otherwise stated by a department's policy, an employee must notify the department head at least one hour before the work day if the employee will be using sick leave.

All employees assigned to regular, full-time positions accrue sick leave with pay. The maximum amount that can be carried over at the end of the year is 720 hours. Temporary employees are not eligible for paid sick leave.

Sick leave may be used, with prior approval, as needed under the following circumstances:

- The employee's own illness, injury, or incapacitation;
- The employee's medical appointments;
- Serious injury or illness involving a member of the employee's immediate family; and
- During the employee's introductory period.

The County reserves the right to require any employee to present a doctor's excuse prior to return to duty. Employees who are absent for three (3) or more consecutive days may be required to present a doctor's excuse prior to return to duty.

Under no circumstances will accrued but unused sick leave be paid at termination.

Accrued but unused time shall be used concurrent with Family and Medical Leave.

Sick leave accrual schedule. The following is the sick leave accrual schedule for each pay period:

<b><u>7.5 Hour Shift</u></b>	<b><u>8 Hour Shift</u></b>	<b><u>12 Hour Shift</u></b>	<b><u>24 Hour Shift</u></b>
3.7 hours	3.7 hours	4.44 hours	4.62 hours

## **Bereavement Leave**

An employee will be paid for time actually lost from straight time scheduled work up to three (3) work days due to attendance at the funeral of a member of his immediate family, which, for purposes of this policy is defined as spouse, parent, legal guardian, child or legal ward, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Step-relatives will be considered relatives within the meaning of this policy if the employee and the step relative lived in the same household for a substantial period of time.