

HR – LEAVE MANAGEMENT
Annual Leave
420.03

PURPOSE

Annual leave is a type of paid leave accrued by an employee based on length of service and utilized under certain conditions. Annual leave is considered a benefit for eligible employees. Employees are eligible to take accrued annual leave from the date of employment. No employee may take annual leave in excess of the number of hours he/she has accrued. Employees separating from County employment, who have been employed a minimum of three (3) months, shall be paid for unused annual leave, up to the allowed maximum, upon retirement, resignation, termination or death.

Provide guidelines for the request and assignment of annual leave.

POLICY

There shall be a consistent process for the accrual and use of annual leave of regular full-time and part-time County employees.

PROCEDURE

Eligibility for Annual Leave

All regular full-time and regular part-time employees of Fayette County shall be eligible to accrue annual leave. Annual leave shall be charged to the nearest quarter hour.

Accrual Rate of Annual Leave

Annual leave for regular full-time employees shall be calculated on a per hour basis in accordance with the following schedule:

Workweek	40 Hr. Workweek		43 Hr. Workweek		53 Hr.	
	Per Hr.	Days/year	Per Hr.	Days/year	Per Hr.	Shifts/year
Up to 1	.0231	6	.0615	16	.0696	8
1 up to 4	.0462	12	.0846	22	.0957	11
5 up to 9	.0577	15	.0961	25	.1088	12.5
10 up to 20	.0692	18	.1076	28	.1219	14
20+ years	.0808	21	.1192	31	.1349	15.5

Annual leave accruals for employees on a 43-hour workweek or a 24-hour duty schedule include holiday accrual.

Regular part-time employees who work thirty (30) hours or more but less than forty (40) hours during a work period shall accrue annual leave at the rate of one-half (½) the schedule of regular full-time employees.

Request for Annual leave

The earliest possible notice of intent to take annual leave shall be given by employees who are eligible to take annual leave. A request for annual leave shall be submitted to the employee's immediate supervisor a minimum of two weeks in advance. Department heads may grant annual leave with a shorter notice if the work load of the department permits. A Department may designate an annual sign up period.

Department heads shall be responsible for the scheduling of annual leave of employees without decreasing the operating efficiency of the department. The annual leave schedule shall be arranged in each department so that insofar as practicable, the department can function without hiring temporary help.

Annual Leave Carryover

Employees cannot accrue annual leave beyond the following year. For example, employees who accrue annual leave from January through and including December 2007 cannot carry over that accrued leave beyond December 2008.

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