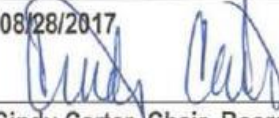


Grant County Personnel Policy

DATE ISSUED: 08/28/2017	EFFECTIVE DATE: 08/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

801 – Annual Leave

801.1 Specifics: Grant County authorizes eligible employees paid annual leave as a benefit of their employment.

801.2 Annual Leave Accrual

801.2.1 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible to earn paid annual leave after successfully completing the six (6) month introductory period.

- (a) Annual leave for full-time employees is earned at the rate of one (1) day (eight (8) hours) per month or twelve (12) days (ninety-six (96) hours) per year.
- (b) Part-time employees accrue annual leave on a prorated basis, depending on the number of hours regularly scheduled to work. For example, an employee who is regularly scheduled to work twenty (20) hours per week accrues four (4) hours' annual leave instead of eight (8) hours.
- (c) Overtime hours are not included in the calculation of annual leave.
- (d) If the date of hire is between the 1st and the 15th day of the month, annual leave accrual begins in the first calendar month of work.
- (e) If the date of hire is between the 16th day and the end of the month, annual leave accrual begins the month following the first calendar month of work.
- (f) Annual leave accruals are calculated on the 15th day of each month.
- (g) Employees must be in pay status fifteen (15) or more calendar days of the month in order to be eligible to earn leave.

Grant County Personnel Policy

- (h) Upon completion of the six (6) month introductory period, an employee's leave record will be credited with the appropriate annual leave. If the employee does not successfully complete the six month introductory period, annual leave is not earned and not payable.

801.2.2 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month accrue additional annual leave, referred to as 'bonus days', after completing two (2) years' continuous employment. For part-time employees, accrual is prorated based on the formula below and the number of hours regularly scheduled/worked. For full-time employees, accrual is as follows:

- (a) Upon Completion of Year 2: 8 Hours
- (b) Upon Completion of Years 3 & 4: 24 Hours/year
- (c) Upon Completion of Years 5-9: 40 Hours/year
- (d) Upon Completion of Years 10-14: 56 Hours/year
- (e) Upon Completion of Year 15 and thereafter: 80 Hours/year

801.3 Annual Leave Use

801.3.1 Annual leave shall not be taken prior to being earned.

801.3.2 Annual leave shall not be taken prior to successful completion of six (6) consecutive months of employment with Grant County.

801.3.3 Annual leave days shall not be taken in less than ½ hour increments.

801.3.4 Annual leave may be used as sick leave subject to the supervisor's prior approval.

801.3.5 Annual leave shall not be transferred to another employee.

801.3.6 Annual leave use shall be documented using the *Leave Request and Authorization* form (available from the employee's supervisor/work area or the Accounting Department).

801.3.7 Annual leave requests are subject to approval in advance.

801.3.8 If a holiday occurs during scheduled annual leave, the employee will receive holiday pay for that day.

801.3.9 Questions about use of annual leave should be directed first to the supervisor.

Grant County Personnel Policy

- 801.4 Annual Leave Maximum: Annual leave, including bonus days, may be accrued to a maximum balance of twenty-five (25) days (two-hundred (200) hours). Annual leave balances should be regularly reviewed by the manager or supervisor, and the employee. Annual leave maximum balances are reconciled by Accounting at the end of each calendar year. Annual leave in excess of the maximum at the time of reconciliation will lapse.
- 801.5 Exceptions to Annual Leave Maximum: Exceptions to the maximum may be made only if an employee's request to take annual leave has been made and denied by the elected Official or Department Head, based on business necessity. Such denials must be forwarded to the Board of County Commissioners, with a request for an exception to the annual leave maximum policy. Such requests should be timely made. The Board will use its discretion in determining if an exception will be made, and at what level.
- 801.6 Annual Leave Pay Out: Employees who separate from Grant County employment shall be paid for unused, accrued annual leave, according to the following conditions:
- 801.6.1 Employees who separate from Grant County after completing six (6) consecutive months of employment will be paid for any unused, accrued annual leave, not to exceed twenty-five (25) days.
- 801.6.2 Employees who separate from Grant County prior to successful completion of six (6) consecutive months of employment shall not receive payment for any annual leave.
- 801.6.3 Payment for annual leave is calculated on the base salary at the time of separation from the County.
- 801.6.4 Employees who are elected to County office shall be paid for annual leave upon taking office, in accordance with this policy, given that elected officials are not eligible for annual leave.
- 801.7 Variance(s): A variance to this policy may exist for the Sheriff's Office.

Grant County Personnel Policy

