



## ANNUAL LEAVE

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Cancels: Res. #086383 • Reference: None

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**This policy applies to all non-elected, regular employees working 50% time or more unless otherwise addressed in a bargaining unit contract.**

### **1. Annual Leave Shall be Earned in Accordance with a Schedule**

**Regular employees classified at 50% time or more and having work hours for at least half the pay period shall accrue annual leave on a per pay period basis.**

Beginning mid-2018, full time employees who qualify will be eligible to accrue annual leave time in accordance with the following schedule:

1. Up to the first five (5) years of service each full-time employee shall earn 4 hours of annual leave each pay period served (12 days per year).
2. After five (5) years of service, each full-time employee will earn 5 hours for each pay period served (15 days per year).
3. After ten (10) years of service each employee will earn 6.68 hours for each pay period served (20 days per year).
4. After fifteen (15) years of service each employee will earn 8.335 hours for each pay period served (25 days per year).
5. After twenty (20) years of service each employee will earn 10 hours for each pay period served (30 days per year).

Annual leave will be prorated for part time employees who qualify. Temporary employees do not earn annual leave benefits.

Future accrual increases as stated above shall be effective on each employee's rounded hire date. The rounded hire date shall be determined by the date the employee began employment and/or became eligible for annual leave. If the employee began employment and/or became eligible on or before the fifteenth (15) of the month, his/her rounded hire date shall be the first of the month he/she began/became eligible. If the hire date is after the fifteenth of the month, the employee's rounded hire date will be the first of the month following.

### **2. Using Annual Leave Requires the Approval of the Department Head/Elected Official.**

Annual leave will be allowed with the approval of the department head/elected official. Insofar as is consistent with the efficient operations of the department, the department shall endeavor to schedule vacation according to the employee's length of service and choice of dates.

Employees may use annual leave after it has been accrued in so far that all conditions stated in this policy have been met. Whitman County reserves the right to deny the use of annual leave and make necessary adjustments to accruals if the requirements of this policy are not met.

Annual leave shall not be used or earned during a leave or suspension without pay.

**3. Annual Leave May be Drawn Upon After an Accrual Period.**

Although annual leave is earned from the date of employment, full and part-time employees may draw upon this benefit in the first full pay period following ninety days of eligibility.

Employees changing positions between departments will retain their annual leave balance.

**4. Annual Leave May be Accumulated to a Maximum of 216 or 240 Hours.**

Annual leave may be accumulated to a maximum of 216 hours. If the employee has 20 years of continuous service with the County, he/she may earn up to a maximum of 240 hours.

Annual leave may accumulate throughout the calendar year. Any annual leave accumulated beyond the above limits shall be automatically forfeited, without action on the part of any party, at the end of each calendar year.

If an employee delays his/her annual leave at the written instruction of the department head/elected official, hours over the maximum allowed accrual may, with the approval of the Board of County Commissioners, be taken during the first five months of the succeeding calendar year (January through May). Requests to carry over hours must be approved and presented to the Commissioners by the department head/elected official. It must indicate a specific number of hours to carry over, , and an explanation of why the carryover is necessary. All requests must be submitted to the Commissioners' Clerk of the Board by December 31<sup>st</sup> of each year.

**5. Upon Termination of Employment, Annual Leave Shall be Paid Out.**

Upon termination of employment, each employee shall be eligible to receive a payment of their accrued annual leave up to the 216 or 240 hours maximum.

Annual leave hours that were converted from sick leave hours in accordance with policy POL-0500-HR are not compensable upon leaving the County's employment.

Employees who are terminated during their evaluation periods will not receive compensation for accrued annual leave hours.