
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: JRD
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SUBJECT: ANNUAL LEAVE

- I. PURPOSE:** To provide policy and procedures regarding annual leave eligibility and usage.
- II. POLICY:** The County has established an annual leave policy to provide regular employees paid time off from work to pursue their personal interests and rejuvenate their energies. Annual leave pay for regular full-time and part-time employees will consist of the employee's regular rate of pay for the leave period. The established annual leave year is the calendar year, January 1st through December 31, each year.
- A. ELIGIBILITY:**
1. Regular employees, not covered by a bargaining unit, who are employed on a continuous full-time or part-time basis of twenty hours or more per week shall accrue annual leave on a prorated basis according to the following schedule:

<u>Years of Service</u>	<u>Annual Accrual Rate</u> <u>40 Hour Employees</u>
0-4	120 hours
5-9	156 hours
10-14	169 hours
15-19	179 hours
20 +	200 hours

2. A maximum of 240 hours of annual leave may be carried over into the first full pay period of the subsequent calendar year.
 - a. An employee shall be deemed to have waived any entitlement to annual leave hours in excess of the permitted annual carry-over.
 - b. Up to eighty (80) hours which would be forfeited as described in this subsection because the employee was unable to use the hours due to unique circumstances, may be eligible for cash out upon written request by an employee and approval of the County Manager. Hours which are cashed out will be paid in January of the following calendar year at a rate of 50% of the employee's base rate of pay at the time of payment.

- c. The written request must be submitted by the employee to the appointing authority no later than December 31st of each year and include an explanation of the reasons the leave was not utilized during the course of the calendar year. If the appointing authority agrees with the request, the request will be routed to the County Manager for review and approval, partial approval, or denial.
 - d. In order to qualify for cash out of annual leave the employee must have taken at least eighty (80) hours of annual leave or compensatory time off during the calendar year.
 3. Part- time (20 hours or more per week), regular employees shall earn annual leave at a pro-rated amount based on the number of hours worked.
 4. Employees hired on an intermittent, temporary, on call, part-time less than 20 hours per week, or emergency basis do not accrue annual leave. Annual leave hours will accrue during an employee's first six months of employment, but hours shall not be granted until the employee has been employed continuously for that period of time. This accrued leave will be forfeited if an employee resigns, is terminated, or is otherwise separated from employment with the County prior to completion of the six-month period.
 - B. **APPROVAL:** Requests to take annual leave must be approved in advance by the employee's immediate supervisor and may be subject to change or cancellation as required to accomplish workload objectives without interruption or delay. Management reserves the right to designate when some or all annual leave must be taken. Supervisors are responsible for ensuring adequate staffing levels.
 - C. **TERMINATION:** Upon termination of employment, an employee shall be paid for accrued annual leave if he or she has completed at least six months of employment. If an employee dies, pay for eligible accrued and unused annual leave shall be paid in a lump sum to the employee's estate or designated heir.
- III. PROCEDURES:** Requests for utilization of annual leave should be submitted to the employee's immediate supervisor.
- IV. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee shall review this policy as needed or at least once every 5 years.