

ANNUAL LEAVE 310

Effective Date: 09/06/2016

Cass County provides annual leave to enable employees to maintain a better work-life balance, so that employees can rest, rejuvenate, and come back into the workplace reinvigorated. It is meant to function as wage replacement for times that employees choose to be away from work for personal reasons, and is not considered to be compensation.

Employees eligible to accrue and use annual leave as described in this policy include full time and part time employees. Elected officials, temporary, per diem, and emergency employees are not eligible.

The amount of annual leave employees receive each calendar year increases with the length of their employment as shown in the following schedule:

ANNUAL LEAVE ACCRUAL SCHEDULE

Years of Eligible Service	Annual Leave Days Each Year	Annual Leave Hours Each Month
Years 0 - 5	12 Days	8 Hours
Years 6 - 14	18 Days	12 Hours
15 Years +	24 Days	16 Hours

The accrual schedule set forth in the table above is based on an employee working our regular full-time schedule of at least 40 hours per week. Part-time employees will have their accruals pro-rated accordingly.

Under special circumstances, for positions that are difficult to fill, the department head may submit a request to the County Administrator to consider an exception. Typically, an exception would involve starting a new employee at the 6-14 year accrual level where they would remain until they have completed their 14th year of employment. This request must be submitted by the department head to the County Administrator and be approved before offered to the potential employee.

Usage and Rollover

Employees will not be “advanced” annual leave, which means that at no time may employees use annual leave before it has accrued. Any time off taken in excess of an employee’s accrual balance will be considered unpaid time off, and may be subject to discipline if misused.

Annual leave is paid at the employee’s base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available annual leave is not used by the end of the calendar year, employees may carry up to 240 hours of unused time forward into the next calendar year. Any unused time beyond 240 hours will be forfeited on January 15th of the following calendar year. Except in the event of extreme hardship or emergency, and with advance approval from the Department Head,

employees may be allowed to carry over additional amounts, but any additional amount above 240 hours must be used within 90 days.

To schedule annual leave, employees should request approval in advance from their supervisors. All departments must be appropriately staffed to meet the needs of Cass County's customers and clients. This means that annual leave may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of the employee's supervisor, based upon current workloads, staffing levels, and the employee's disciplinary status.

When one or more employees in the same area request annual leave for the same time periods (for example, around popular vacation times such as summer or holidays), priority may be given to the employee whose request was submitted first.

End of Employment

Employees who transfer departments may transfer annual leave. Years of service credit will be for continuous years of employment with a break of less than one year.

Upon the cessation of employment, employees are typically paid for unused annual leave that has been accrued through the last day of work. However, subject to any applicable state laws, unused annual leave will not be paid out where an employee is employed for less than one year, voluntarily resigns, and provides less than five days' notice. While annual leave may be used during any resignation period, the employee's last day of employment may not be annual leave.