



Personnel Policy

Annual Leave

Control Number
HR013.3

Policy Date
06/05/06

Revision Date
05/06/2024

Purpose

To establish guidelines for earning and using annual paid leave

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

General Statements

Employees are encouraged to take at least five (5) consecutive days of annual leave during each year to renew their physical and mental capabilities.

Leave Earn Rates

For the purpose of earning and accruing annual leave, the period of twelve (12) calendar months following the employee's anniversary date is established as the leave year.

Traditional 40-Hour Work Week

Length of Service	Hours Earned/Month	Hours Earned/Year
Less than 2 years	6.67 hrs	80 hrs
2 but less than 5 years	8.00 hrs	96 hrs
5 but less than 10 years	10.00 hrs	120 hrs
10 but less than 15 years	12.00 hrs	144 hrs
15 or more years	14.00 hrs	168 hrs

Law Enforcement, Jailers, EMS and E911

Length of Service	Hours Earned/Month	Hours Earned/Year
Less than 2 years	7.00 hrs	84.0 hrs
2 but less than 5 years	8.40 hrs	100.8 hrs
5 but less than 10 years	10.50 hrs	126.0 hrs
10 but less than 15 years	12.60 hrs	151.2 hrs
15 or more years	14.70 hrs	176.4 hrs

Budgeted thirty-two (32) hour employees will earn annual leave in proportion to hours worked.

Policy Guidelines

Annual leave requires prior approval from the employee's supervisor.

Leave must be taken in quarter-hour increments.

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Accumulated annual leave in excess of 240 hours will be converted to sick leave based on balances as of the end of last pay cycle for the fiscal year (June).

Employees on approved paid leave will continue to accrue annual leave.

Leave accrues for each month you are in active paid status as of the 15th of each month. Leave accruals are processed at the end of each month

Under no circumstances will an employee be paid for accumulated or unused annual leave while still in the employment of the County.

Annual Leave Credit

Annual Leave Credit will be accepted by the County, only on behalf of employees whose employer in the past twelve (12) months has been North Carolina State Government, or units of local government, participating in the North Carolina Local Government Employees Retirement System. The annual leave accrual rate will be adjusted to reflect the approved Annual Leave Credit.

To be eligible for consideration, the previous employment must be a full time position in which the person contributed to the North Carolina Local or State Government Retirement System.

Annual Leave Credit will be subject to existing County policies governing leave.

Termination

At termination of employment, if an employee works through the 15th of the month of termination, annual leave accrues for that month. Accumulated annual leave will be paid upon termination, not to exceed the maximum 240 hours.

In the event of an employee's death, accumulated annual leave will be payable to the employee's estate, not to exceed a maximum of 240 hours.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article VI, Leaves of Absence, Section 6. Annual Leave
Administrative Technical Bulletin, "Guidelines for Taking Comp Time, Annual, Sick and Personal Leave", dated 02/20/2007