

Subject: VACATION LEAVE

Date: August 10, 2016

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Replaces Policy Dated: September 1, 2010

PURPOSE: To establish the means by which Pinal County employees may earn and use vacation leave and to provide for the compensation of unused vacation leave upon separation from County service.

SCOPE: This policy applies to all full-time Pinal County Employees. Part-time, temporary, and seasonal employees do not earn leave.

STATEMENT OF POLICY: Vacation leave is part of the integrated program of benefits for Pinal County employees. Such leave is intended as a necessary break from normal work duties to allow employees to engage in recreational activities as a means of achieving and sustaining high levels of productivity during regularly scheduled duty.

PROCEDURE: Vacation leave accrual is calculated on the basis of an employee's credited service time on account with the authorized Arizona retirement system into which the employee currently contributes or continuous years of service with Pinal County whichever is greater. For purposes of this definition, retirement from a position in one authorized retirement system and re-hire into a position in another authorized retirement system (e.g. from Public Safety Retirement System into Arizona State Retirement System) on the next business or scheduled work day does not constitute continuous service. Usage of vacation leave is not permitted during the initial probationary employment period with the County. At-Will Employees do not serve a probationary period, and are eligible to use their vacation accrual as soon as it is accrued. The rate of leave accrual is graduated depending on credited service as shown in the vacation leave earnings schedule, which is part of this policy. Vacation leave is used in hourly increments and is fully compensable up to the maximum allowable amount upon separation from County service at the wage rate in effect for the employee at the time of separation. Vacation leave is earned for each full hour worked or in a paid status, but vacation will not accrue during terminal leave prior to separation. Up to five days sick leave may be converted to vacation leave on an annual basis (see Pinal County Policy and Procedure 7.50 – Sick Leave). The maximum allowable vacation leave accrual limit is 360 hours as of December 31st of each year. Vacation leave in excess of the accrual limit of 360 hours as of December 31st of each year will roll over and be added to an employee's sick leave balance.

Vacation leave may be used in conjunction with holidays. If a holiday occurs during a period of vacation leave, vacation leave will not be charged for the holiday. Use of vacation leave must be requested in advance in writing on a Pinal County Leave Request form and be approved by the appropriate supervisory manager before it is taken. Failure to obtain such written approval prior to use may be grounds for denial of payment of leave.

Vacation leave may be used in conjunction with sick leave, when sick leave has been exhausted, to cover for extended periods of disability.

Payment will not be made for any unearned vacation leave. Vacation leave is not earned for hours worked in excess of 40 hours per week. An employee who transfers from one County department to

another or from one County Elected office to another shall retain any accumulated vacation leave. All Pinal County employees are required to take a minimum of five consecutive working days off in a twelve-month period. Such time off may be comprised of any combination of vacation or compensatory time. Employees working a flexible work schedule of either 9/80 or 4/10 may count their flex day off as one of the required days. Supervisory managers will schedule work in such a manner that every Pinal County employee will be able to take vacation leave.

Vacation leave records are maintained through a leave accounting system, a part of the payroll function, by the Pinal County Finance Department.

VACATION LEAVE EARNINGS SCHEDULE

<u>Length of Credited Service Months/Years</u>	<u>Days/HRS Yr. earned</u>	<u>HRS per Pay Pd. earned</u>	<u>HRS per Day earned</u>	<u>HRS per Hour earned</u>
0 through 60 Months 0 through 5 Years	10 days/ 80 HRS	3.08	0.308	.0385
60 through 120 Months 5 through 10 Years	15 days/ 120 HRS	4.62	0.462	.0578
120 through 180 Months 10 through 15 Years	18 days/ 144 HRS	5.54	0.554	.0693
Over 180 months Over 15 year	20 days/ 160 HRS	6.15	0.615	.0769

Plus one day (8 hours) each year for every year in excess of 15 years.

NOTE: A maximum of five days (40 hours) of sick leave may be transferred to vacation leave under circumstances defined in Sick Leave Policy 7.50.

NOTIFICATION

It is important where feasible, that employees exercising their vacation schedule notify their fellow employees and the public they serve when they are on vacation and who may be contacted in their absence.

VACATION PAYOUT

Any vacation leave earned during the initial probationary employment period will not be compensable if separation occurs during that period.

Should an employee voluntarily or involuntarily separate from County employment, no more than 360 hours of vacation leave will be compensable. Employees, who retire from Pinal County, are encouraged to take terminal leave for all hours in excess of 360 prior to retirement. The County Manager may, under unusual circumstances, authorize payout for part, or all of the hours a retiree has accumulated in excess of 360.

SINGLE PERIOD LEAVE (Sabbatical)

In recognition for long-term continuous dedicated service with Pinal County, employees will be granted a single period leave of 160 hours. This non-cumulative single period leave is not charged against any leave accumulation or balance, and must be taken as a single period during the twenty-four month period following the attainment of an employee's fifteenth, twentieth, twenty-fifth, thirtieth, etc. five-year interval anniversary date. If not used during that specified twenty-four month period, the single-period leave is forfeited. Department Heads or Elected Officials may approve time of usage based on operational needs.

Employees who have experienced no more than one break in service may have their prior Pinal County service credited toward single period leave eligibility only if they have achieved a period of continuous service with Pinal County of not less than 10 years in either their current or prior period of service and the break in service was no longer than one year.

Employees who had previously received a single period leave calculated on a basis other than that specified herein, will continue to receive future leaves at the prescribed five year intervals.

Normally, unless the employee requests, and is approved of one of the two options, employees will be compensated at the employee's normal rate of pay for 80 hours and will take 80 hours as single-period leave.

At the option of the employee, and with the concurrence of the supervisors of the employee, the employee may:

1. Be compensated, at the employee's normal rate of pay for 40 hours and take 120 hours as single-period leave; or
2. Be compensated, at the employee's normal rate of pay for 80 hours and take 80 hours as single-period leave; or
3. Take all 160 hours as single-period leave.

No more than eighty hours may be compensated. Any unused single-period leave will not be paid upon termination of employment with Pinal County.

VACATION LEAVE POLICY IMPLEMENTATION

Eligible employees whose hire date is prior to July 10, 1993, will continue to accrue vacation leave at the rate in effect (6.0 hours per pay period). Employees with over 15 years' service will accrue at the rate of 6.15 hours per pay period plus one day per year for every year in excess of 15 years.) All provisions, other than the vacation accrual rate, of this policy will apply to such employees.

In order to have vacation accrual calculated on the basis of an employee's credited service time on account with the authorized Arizona retirement system into which the employee currently contributes, employees will be required to submit credible documentation (such as the retirement system annual statement). Accruals will take effect in the first pay period following receipt of such documentation.

Under no circumstances will accrual be made retroactive to any period earlier than the date the required documentation is received.

Any deviation from these rules requires prior approval by the County Manager.