

Attachment E

Rule 703 Annual Leave: It is the policy of the County to promote employee efficiency, health, and morale through periodic rest from duties by means of paid annual leave. Regular or limited-term employees with less than five (5) years continuous service shall normally accrue and be credited (bi-weekly) with annual leave on the basis of 4.61 hours per completed pay period; regular or limited-term employees with more than five (5) years continuous service but less than ten (10) years continuous service shall normally accrue and be credited (bi-weekly) with annual leave on the basis of 6.46 hours per completed pay period; regular or limited-term employees with more than ten (10) years continuous service shall normally accrue and be credited (bi-weekly) 7.38 hours per completed pay period.

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Shift firefighter personnel shall normally receive 6.45 hours in lieu of 4.61 hours, 9.04 hours in lieu of 6.46 hours, and 10.33 hours in lieu of 7.3 hours of annual leave as specified above. Regardless of the Firefighter work schedule the dollar value of the annual leave bank will remain the same.

In the event an employee is in a non-paid status for a portion of their normal work day for any given pay period, their leave accrual shall be prorated based on the number of hours they were in a paid status for that pay period.

In the event an employee is using donated leave, the hours used will not be counted towards annual leave accruals.

Part-time employees shall normally accrue annual leave based on a pro-rated basis. For example: A half-time employee shall normally accrue annual leave at a rate of 2.31 hours per pay period for the first five (5) years of employment.

HISTORY: APPROVED 8/5/65; AMENDED 6/20/66; AMENDED 9/1/72; AMENDED 1/24/77; AMENDED 2/06/90; AMENDED 3/13/90; AMENDED 9/17/91; AMENDED 5/16/94; AMENDED 2/13/95; AMENDED 9/10/13; **AMENDED 3/31**

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