

ANNUAL LEAVE

The Annual Leave Program is a paid-time off system which allows employees to utilize time to meet personal needs. Annual Leave is a benefit offered to full time and part time flex employees. Annual Leave is earned on regular, overtime, bereavement, education, and Annual Leave hours paid. An employee will receive one (1) year of service credit for each 1,950 hours (if working a 7.5-hour day) or 2,080 hours (if working an 8-hour day) worked. Annual Leave will not accumulate on more than 1,950 (75 per pay) or 2,080 (80 per pay) hours in any given year depending on the regular schedule.

Annual Leave will accumulate during the introductory period; however, employees will not be eligible to use any Annual Leave time until they have successfully completed the introductory period. First year Annual Leave will accrue at a rate that is equivalent to 17 work days. However, upon successful completion of one (1) year of service and a one (1) year performance review, eligible employees will receive additional Annual Leave equal to three (3) work days (22.5 or 24 hours will be added to their balance), making the first year Annual Leave time total 20 days (providing the full 1950 or 2080 hours were worked/paid).

Staff designated as "full-time waiving benefits", PRN, or temporary, are not eligible for Annual Leave accrual. An employee who changes status from part-time flex to full-time begins to accumulate Annual Leave time based on the most recent full-time date. Annual Leave will start to accrue at the First Step based on the Annual Leave schedule below. Prior full-time service will not count towards the Annual Leave step.

Full Time Annual Leave Schedules:

7.5 Hours Per Day Schedule

Step	Paid Hours that will complete years of service requirement	Years of Completed Service	Accumulation rate per hour	Number of Hours Accrued per bi-weekly pay (Based on 75 hours per pay)	Number of Days per year (Based on 1950 hours)
1	0 - 1,950	0	.0654	4.905	17
2	1,951-3,900	1	.0770	5.77	20
3	3,901 - 9,750	2	.0962	7.215	25
4	9,751 - 19,500	5	.1154	8.655	30
5	19,501 - 29,250	10	.1347	10.103	35
6	29,251 - 39,000	15	.1539	11.54	40
7	39,001 +	20	.1654	12.405	43

This chart above can also be referenced for employees scheduled at a 72 hour per pay basis. The number of hours and number of days per year will differ

8.0 Hours Per Day Schedule

Step	Paid Hours that will complete years of service requirement	Years of Completed Service	Accumulation rate per hour	Number of Hours Accrued per bi-weekly pay (Based on 80 hours per pay)	Number of Days per year (Based on 1950 hours)
1	0 - 2,080	0	.0654	5.232	17
2	2,081 - 4,160	1	.0770	6.16	20
3	4,161 - 10,400	2	.0962	7.696	25
4	10,401 - 20,800	5	.1154	9.232	30
5	20,801 - 31,200	10	.1347	10.776	35
6	31,201 - 41,600	15	.1539	12.31	40
7	41,601 +	20	.1654	13.232	43

Part Time Annual Leave:

This benefit is not available for PRN employees. Annual Leave time accrued will be equal to one (1) hour for each 40 hours of worked time reached. Maximum accrual will total 40 hours per calendar year.

Example: An employee that works 40 hours in a two (2) week pay period will accrue one (1) hour of AL time for that pay period. Hours both accrued and paid will be displayed on the employees pay statement located on 'My HR'. Annual Leave can be requested and approved minimally in increments of 15 minutes.

Employees may carry over their part-time annual leave balance to the next year to a maximum of 40 hours (Note: if the maximum of 40 hours is carried over to the next year, then no accrual will occur until the Annual Leave balance is reduced through the use to a balance less than 40 hours). There is no terminal payout of part-time AL hours.