

III.a. Annual Leave	Approved by: Board of Trustees	Date: 01/27/98
		Revised Date: 06/09/98 04/27/99 05/25/99 07/27/99 04/25/06 10/27/09 2/16/16 <u>11/29/22</u>

Annual (personal or vacation) leave may be requested and granted as the library operation schedule permits. Full-time (40 hour per week) employees are entitled to accrue annual leave at the following rate:

<u>Years of Service</u>	<u>Accrual</u>		<u>Maximum</u>	
	<u>Days</u>	<u>Hours</u>	<u>Days</u>	<u>Hours</u>
Less than one year	5	40	5	40
1-4 years	15	120	22.5	180
5-9 years	20	160	30	240
10 or more years	25	200	37.5	300

Annual leave accrual will be adjusted monthly on the first business day of the month. Full-time employees who work less than a 40 hour week will accrue leave on a prorated basis based on hours worked per week.

A completed leave request form for annual leave must be submitted in sufficient time to allow arranging of schedules and approval by the immediate supervisor. Requests for leave shall be made and granted in one hour increments. No annual leave will be granted until after the first six (6) months of full-time employment.

Requests for leave at holiday times should be submitted as far in advance as possible. Approval will be based on basis of date requested, number of staff members requesting leave, the effects on library schedules and operations, and which staff members were granted or denied leave at this time in the previous year. Special consideration may be granted for emergency situations. Every attempt will be made to be equitable and accommodating in granting leave time.

If an employee requires more sick leave than accumulated, annual leave may be used for this purpose.

Employees rehired less than one year (365 days) after terminating employment may request recognition for previous years of service for accruing days and hours of leave. State paid employees transferring to Hall County may request their unpaid leave balances be transferred up to the maximum amount allowed by the library and recognition for previous years of service for accruing days and hours of leave.

Upon separation of employment, any remaining balance in an employee's accrued annual leave bank shall be paid to the employee up to 160 hours. Paid annual leave shall be paid in the employee's final paycheck or at the next pay cycle. Annual Leave will not be paid out if a new employee does not complete their six-month working test period. Accrued annual leave will not be paid to an employee who does not submit a minimum of one week's notice. The Director has the authority to approve this payout in the event the employee leaves because of a sudden medical emergency.