Annual Vacation Leave

1.0 Purpose The primary purpose of paid annual vacation is to allow full time employees to renew his or her physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

2.0 Applicability To all full time Bladen County employees

3.0 Policy Vacation leave is credited to employees who are in pay status (working, on paid leave or on workers' compensation leave) for one-half or more of the regularly scheduled workdays and holidays in the pay period in accordance with the provisions outlined below.

3.1 For the purpose of earning and accruing annual leave, the period of twelve (12) calendar months between January 1 and December 31 is established as the leave year.

3.2 Each regular employee occupying a permanently established budgeted position shall earn annual vacation leave on a pay period basis. All days of the pay period must have been worked or in a leave accumulation status to earn leave.

Years of Service	Days of Leave per Year
Less than two (2) years	10 days
2 but less than 5 years	12 days
5 but less than 10 years	15 days
10 but less than 15 years	18 days
15 but less than 20 years	21 days
20 years or more	24 days

Work Cycle	75 Hr	80 Hr*	168 Hr*	170 Hr*
Less than two (2) years	2.89	3.08	3.24	3.27
2 but less than 5 years	3.47	3.70	3.88	3.93
5 but less than 10 years	4.33	4.62	4.85	4.91
10 but less than 15 years	5.20	5.54	5.82	5.89
15 but less than 20 years	6.06	6.47	6.79	6.87
20 years or more	6.93	7.39	7.76	7.85
*80 Hr=Solid Waste; 168/170 Hr=Law Enforcement and EMS				

3.3 Employees shall be paid based on actual hours worked when computing compensation due for partial hours, days, and months worked on the basis of their normal hourly rate of pay.

3.4 In order to earn annual leave, an employee must be in pay status one-half or more of the scheduled work days of the month. If an employee is not in pay status for as much as one-half the scheduled working days of the month, no annual leave can be credited for that month. To be in pay status, an employee must be either

working or taking annual, administrative leave, or other paid leave. An employee who is separated does not earn annual leave beyond such employee's last working day.

3.5 Part-time employees who qualify for retirement benefits shall accrue annual leave on the same percentage basis as their percentage of work to full-time. (53%)

3.6 Annual leave may not be taken until it has been earned and credited to the employee's account.

3.7 Annual leave shall be taken with the prior approval of the employee's department head at such time as will least interfere with the efficient operation of the department.

3.8 Annual leave shall be charged in units of quarter hours and use of this leave requires a sixty (60) minute minimum.

3.9 If a holiday occurs during the leave period, the employee is not charged leave for the holiday.

Exception: Employees paid for the holiday even if not scheduled, as noted in 'Paid Holiday' policy, section 5.0.

4.0 Annual Maximum

4.1 Annual leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated leave shall not exceed thirty (30) days or 225 hours. Annual leave will be credited each pay period to each employee at the end of the pay period for which leave is earned.

4.2 At the end of each benefit year on December 31, any county employee with accrued annual vacation in excess of 30 days or 225 hours shall have this excess leave converted to sick leave. This converted sick leave shall be used in the same manner as accrued sick leave and may be used for authorized sick leave purposes. And, like regular sick leave, any unused converted sick leave may be counted toward creditable service at retirement with no maximum.

5.0 Handling of Leave for Incoming/Outgoing Employees

5.1 Any employee who separates in good standing and is reinstated within two (2) years may receive credit for previous aggregate service for the purpose of accruing annual leave. The total months of previous service will be recognized at the end of one (1) year.

Annual Vacation Leave

5.2 An employee who is separated shall be paid for annual leave accumulated to the date of separation which is not to exceed a maximum of thirty (30) days or 225 hours. Any advanced annual leave owed the county shall be deducted from the employee's final compensation.

5.3 The estate of an employee who dies while employed by the county shall be entitled to payment for all the accumulated annual leave credited to the employee's account, not to exceed a maximum of thirty (30) days or 225 hours.

5.4 Bladen County will transfer annual leave balances to other governmental entities that are willing to accept.

5.5 Bladen County will not accept annual leave from other governmental groups.

5.6 For Annual Leave accrual purposes, Bladen County will accept transfer of years of service with any state or local governmental agency limited to 50% of the years of service or up to a maximum of three (3) years.(Revised 01/17/2012)

6.0 Granting Requests for Annual leave

Requests for annual leave submitted to the employee's department head, or the appropriate designated supervisor, are granted at the discretion of the department head, so as not to interfere with the department's operations. Employees must notify their immediate supervisor of all requests for leave before leave is taken.

7.0 Conflicts Every effort will be made to accommodate requests for annual leave. Requests may be disapproved because of workload or staffing level. Any conflicts, which cannot be resolved by the immediate supervisor or department head, will be referred to the county manager.

8.0 Annual Leave - Accumulation Late in the Year

Employees are cautioned not to retain excess annual leave until late in the calendar year due to the necessity to keep all County functions operating. Large numbers of employees cannot be granted annual leave at any one time.

If an employee has excess leave accumulated during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having annual leave scheduled or in receiving exception to the maximum accumulation and carry-forward allowance.