



Effective Monday, November 16, 2022, as approved by the Board of County Commissioners:

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Changes to the existing sick leave and annual leave usage in a pay period

Annual and/or sick leave may be taken in no less than quarter hour increments. and may **not be used** to take an employee over the *minimum* number of regularly scheduled work week hours for that particular employee classification.

le: 40 hour/week employees may not use sick/annual leave to exceed 40 hours in a pay week if time worked plus other leave time already equals or exceeds 40 hours.