

# GEARY COUNTY

## PERSONNEL POLICIES AND PROCEDURES

**EFFECTIVE DATE:** April 15, 2023  
**SUPERSEDES:** November 5, 2016  
 October 24, 2015

**POLICY NO.** 50.00  
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**SUBJECT:** Annual Leave

The Geary County Board of Commissioners recognizes the importance of providing employees with time for rest, relaxation, and personal issues. For these purposes, the County offers Annual Leave benefits.

Importantly, paid leave is a *benefit* offered to employees, not a statutory right of employment. Therefore, even if an employee has paid time available, the employee may still be denied his/her time off request.

A. Benefit-eligible employees (not including elected officials) accrue paid annual leave time as follows:

Years of Continuous Service	Annual Leave Earned Per hour in pay status	Maximum Carryover 75 hour/ PPD employees	Maximum Carryover 80 hour/ PPD employees	Maximum Carryover 86 hour/ PPD & Exempt employees	Maximum Payout
< 7.0	.065 hours	150.0	160.0	172.0	147.00
7.00 to 13.99	.080 hours	187.5	200.0	215.0	184.00
14.00 +	.101 hours	225.0	240.0	258.0	276.00

B. Regular part-time employees working more than 25 hours per week but less than 37.5 hours per week will earn Annual leave at the rate listed above with the maximum carryover and maximum payout being half that of 75 hour per pay period employees.

C. Increases in the amount of leave earned due to months of service will occur on the first day of the pay period following the anniversary of employment that entitles employee to the new earning category.

D. Maximum carryover is determined on the last day of the last pay period of the year. Any annual leave over the maximum carryover amount will transfer to the employees' sick leave balance during the next pay cycle.

E. Annual leave shall not accrue on unpaid hours, such as leave without pay, suspension without pay, etc., and may only be used once it appears on the employees' earning statement.

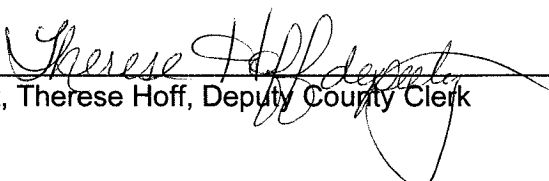
F. Annual leave may be taken in no less than quarter hour increments. and may not be used to take an employee over the *minimum* number of regularly scheduled hours for that particular employee classification.

- G. Requests for scheduled leave must follow departmental practice regarding advance notice. All reasonable efforts will be made to accommodate leave requests that follow departmental procedures. Direct supervisors or Department Heads will approve or deny leave. Employees that are denied leave but fail to appear for work may be subject to disciplinary action up to and including termination.
- H. Departments will provide the procedure for requesting leave and may stipulate the deadlines for advance notification of leave. At this time, the Corrections and Clerical staff of the Sheriff's Department have an attendance and leave policy in supplement to this County policy which has been approved by the Board of County Commissioners. Any absence which does not conform will be considered unauthorized and may be grounds for disciplinary action. A pattern of unauthorized absences is considered misconduct and may be subject to disciplinary action up to and including termination.
- I. If an employee becomes ill during his/her annual leave, the employee may request the period of illness be charged to sick leave. The department head may require the employee to furnish proof of illness before the request is approved.
- J. Upon voluntary separation of employment, employees in good standing (such as, but not limited to, providing two weeks' written notice, working the final two weeks, and no pending disciplinary action) shall be paid the balance of accrued annual leave, up to the maximum hours allowed per this policy. The payment shall be calculated based upon the employee's base rate of pay at the time of separation. Accumulated annual leave shall not be used to extend an employee's termination date. The Department Head, in coordination with the Human Resource Director, may waive the two weeks' notice in certain circumstances.
- K. Subject to department head, human resources, and budget constraints, an employee may receive permission to "sell-back" excess annual leave time. This leave may be turned in for payment (by same method employees receives his/her regular pay) at any time agreed upon by the department head and human resources, however, must be requested no later than the first day of the last pay period of the year. The employee must use at least twelve days of annual leave, five (5) of which must be consecutive, before being eligible to sell back any leave. The maximum amount of leave time an employee may sell per year is one (1) week or forty (40) hours, whichever is less.

TRANSITION: Current employees will have 30 days from the date the policy is approved to elect the new, 2023 policy, or ask to be "grandfathered in" to the 2016 policy. The election is irrevocable. Anyone not choosing a plan, will automatically be changed to the revised 2023 policy. All new hires starting employment after the policy goes into effect will be with the new policy. First carryover of annual leave over the maximum will occur on December 8, 2023.

Amended policy approved by the County Commission Monday, March 13, 2023:

  
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Keith Ascher, Chairperson

  
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Attest, Therese Hoff, Deputy County Clerk