

Vacation Leave

1410.1 VACATION LEAVE

Vacation is earned and accrued from the first day of employment for eligible employees. Vacation days must be approved by the employee's supervisor at least two (2) weeks prior to the vacation leave requested. The supervisor has the discretion to waive this process when circumstances warrant.

Employee serving a probationary period following initial appointment may accumulate leave, but shall not be permitted to take vacation leave during the probationary period. Exceptions may be approved by the Division Director.

The County will not transfer annual leave from another jurisdiction, however, the County will allow a new employee to transfer previously accumulated sick leave (provided that the employee can furnish the County with the proper sick leave records and documentation).

1410.2 VACATION LEAVE - MANNER OF ACCUMULATION

Any employee working the basic work week shall earn vacation leave at the following rates:

<u>Years of Aggregate Service</u>	<u>Hours earned in One Month</u>
Less than Two years	8
Two years but less than five	10
Five years but less than Ten	12
Ten years but less than Fifteen	14
Fifteen years but less than Twenty	16
Twenty years but less than Twenty-five	18
Twenty-five years or more	20

Maximum Accumulation - Vacation 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 vacation leave shall not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated vacation leave shall have the excess accumulation converted to the sick leave balance so that only 240 hours are carried forth to January 1 of the next calendar year.

Employees are cautioned not to retain excess accumulation of annual leave until late in the calendar year due to the the necessity to keep this Office operational. Large numbers of employees cannot be granted annual leave at any one time. If the employee has excess leave accumulated during the latter part of the year and is unable to to take such leave because of staffing demands, the employee shall receive no special consideration either in having annual leave.

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1410.3 VACATION LEAVE - MANNER OF TAKING LEAVE

Vacation leave may be taken as earned by any such employee who is entitled, subject to approval of his or her supervisor. A minimum of two (2) weeks prior to the vacation is required for any vacation leave time to be approved, unless approved by a Division Director. A maximum of 60 hours may granted at any one given time, unless certain circumstances provide that additional time need to be taken.

1410.4 VACATION LEAVE - RETENTION OF BENEFIT STATUS

Leave accrual is based on aggregate service. Any regular employee who transfers from another unit of North Carolina local or state government shall have their years of service (determined by the number of years paid into the North Carolina Local Governmental Employees' Retirement System, the North Carolina Law Enforcement Retirement System, or the State of North Carolina Employees' Retirement System) credited toward the County's schedule for determining vacation rates (see accrual code above).

1410.5 VACATION LEAVE - TERMINAL PAY AND REPAYMENT OF LEAVE

An employee, either permanent or probationary, who is separated without failure in performance of duties or personal conduct, or resigns giving two weeks' notice, shall be paid for vacation leave accumulated to the date of separation not to exceed a maximum of two hundred forty (240) hours. Vacation leave owed the County shall be deducted from the employees final compensation. If the check has already been written, the employee will be required to repay any overpayment or the paycheck will be withheld as well as any travel expenses due, until such repayment has been made.

1410.6 VACATION LEAVE - PAYMENT UPON DEATH

The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account not to exceed a maximum of 240 hours.