

**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.36  
**EFFECTIVE:** 01/20/00  
**REVISED DATE:** 12/19/02, 6/05/03,  
12/31/03, 08/05/04, 09/07/06, 10/19/06  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** Don Halle  
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**SUBJECT: ANNUAL LEAVE**

- I. PURPOSE:** To provide policy and procedures regarding annual leave eligibility and usage.
- II. POLICY:** The County has established an annual leave policy to provide regular employees paid time off from work to pursue their personal interests and rejuvenate their energies. Annual leave pay for regular full-time and part-time employees will consist of the employee's regular rate of pay for the vacation period. The established annual leave year is the calendar year, January 1st through December 31, each year.

**A. ELIGIBILITY:**

1. Regular employees, not covered by a bargaining unit, who are employed on a continuous full-time or part-time basis of twenty one hours or more per week will accrue annual leave on a prorated basis according to the following schedule:

<u>Year's of Service</u>	<u>Annual Accrual Rate</u> <u>40 Hour Employees</u>	<u>Annual Accrual Rate</u> <u>56 Hour Employees</u>
1-4	88 hours	144 hours
5-9	136 hours	192 hours
10-14	160 hours	240 hours
15-19	176 hours	288 hours
20 +	200 hours	

2. A maximum of 240 hours (or 336 hours for 56 hours per week employees) of annual leave may be carried over into the subsequent calendar year.
- An employee will be deemed to have waived any entitlement to annual leave hours in excess of the permitted annual carry over, unless a written extension is authorized by the County Manager.
3. Part-time, regular employees will earn annual leave at a pro-rated amount based on the number of hours worked.

4. Employees hired on an intermittent, temporary, seasonal, or emergency basis do not accrue annual leave. Annual leave hours will accrue during an employee's first six months of employment, but hours will not be granted until the employee has been employed continuously for that period of time. This accrued leave will be forfeited if an employee resigns, is terminated, or is otherwise separated from employment with the County prior to completion of the six-month period.

**B. SCHEDULES:**

Annual leave requests must be approved in advance by management and may be subject to change or cancellation if such is required to accomplish workload objectives without interruption or delay. Employees must obtain prior management approval through their immediate supervisor before the annual leave time is taken. Management reserves the right to designate when some or all vacations must be taken. Supervisors are responsible for ensuring adequate staffing levels.

**C. TERMINATION:**

Upon termination of employment, an employee will be paid for accrued annual leave if the employee has completed at least six months of employment. If an employee dies, pay for accrued and unused annual leave will be paid in a lump sum to the employee's estate or designated heir.

**III. PROCEDURES:** Annual Leave Requests should be submitted to the employee's immediate supervisor for approval via the standard leave request form.

**IV. ANNUAL LEAVE BUY BACK PROGRAM:**

- A. Non-contract employees have the option to participate in the County's annual leave accrual buy-back program. If any such employee has an excess of 160 hours (or 240 hours for a 56 hour per week employee) accrued as of the first pay period in November, the employee will have the option to "cash in" up to a maximum of 40 hours. Participation in this program is optional, and the employee's annual leave bank must equal at least 160 (or 240 hours for a 56 hour per week employee) hours after the County 'buys back' the employee's hours.
- B. This program will be reviewed and reauthorized annually by the County Manager, as part of the annual budget process. The County Manager may recommend to the Board of Commissioners to maintain, review or reject the program.
- C. Procedures:
  1. On or before the last day of the first pay period in November of each calendar year, each eligible employee shall submit a buy back request form to Human Resources on the designated form attached.
  2. The request will be reviewed by Human Resources and the Comptroller to ensure compliance with eligibility requirements, and the employee shall be

notified in writing as to the status of the request.

2. The calculation date will be the ending date of the first pay period in November.
3. In calculating the incentive buy back amount, the Comptroller will use the following factors:
  - The employee's current rate of pay (retroactive additions will not be allowed, e.g., a tardy or delayed merit increase).
  - The employee's normal pay check deductions (changes made in anticipation of a buy back request will be discounted or excluded).
  - The number of hours available for buy back.
  - Any other factors the Comptroller deems necessary to make the calculation.
5. If approved, payment for eligible hours will be made to employees by December 31st.
6. All determinations concerning eligibility and amounts will be made by the Comptroller, are final and may not be appealed.
7. Employees who are eligible for the annual leave buy back program must submit a written request via the attached form to Human Resources no later than the last day of the first pay period in November of each calendar year. Payment for the eligible hours requested will be processed and paid by December 31st. This scheduled time frame will be the only opportunity for eligible employees to participate in this program each year. Compensation for the hours will be made at the employee's current rate of pay.

**V. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager and County Manager will review this policy as needed or at least once every 5 years.

10/19/06

# Douglas County Annual Leave Buy Back Form

## Non-Contract Employees

Complete Section I and submit to Human Resources by the last day of the first pay period in November.

### SECTION I:

Date: \_\_\_\_\_

Requesting Employee: \_\_\_\_\_

Fund: \_\_\_\_\_ Dept: \_\_\_\_\_

Division: \_\_\_\_\_

Phone: \_\_\_\_\_ Title: \_\_\_\_\_

I request a buy-back of the following hours:

\_\_\_\_\_ Hours of Annual Leave

I have read and understand the Annual Leave Buy Back Program policy as stated: Non-Contracted employees have the option to participate in the County's annual leave accrual buy-back program. If any such employee has an excess of 160 hours (or 240 hours for a 56 hour per week employee) accrued as of the first pay period in November, he/she shall have the option to "cash in" up to a maximum of 40 hours. Participation in this program is optional, and the employee's annual leave bank must equal at least 160 hours after the county "buys back" his/her hours.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION II: To be completed by Human Resources and Comptroller's Office

Approved       Denied

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Comptroller: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Revised 09/07/06