

# Amendment to Morgan County Personnel Policy

## **Sick Leave: (amending only first paragraph of current policy)**

Except as otherwise provided in this section, each full time employee shall be entitled to and shall receive sick leave at the rate of 12 hours per full calendar month worked for all 7 or 8 hour a day employees. This time will accumulate starting the last day of the month following the first full calendar month of employment.

## **Annual Leave or Vacation:**

Except as otherwise noted in this section, each employee shall be entitled to annual leave starting the last day of the month following the first full month worked, each employee will earn 4 hours per month vacation time for the first year employed. All employees however must be employed 6 months before any accumulated time may be taken off. Vacation time for all employees will be computed as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| 0 – 1 year of service -----       | 4 hours per month  |
| 1 – 2 years of service -----      | 8 hours per month  |
| 2 – 5 years of service -----      | 10 hours per month |
| 5 – 10 years of service -----     | 12 hours per month |
| 10 – 15 years of service -----    | 14 hours per month |
| 15 years of service or more ----- | 16 hours per month |

This scale will apply to all full time county employees working a 7- or 8- hour workday. No more than the number of hours earned in a given year plus an additional 80 hours, if earned, may be carried forward from one fiscal year to another.

If an employee's services are terminated for any reason other than death, he/she cannot be paid for more than 160 hours of accumulated annual leave. Accumulated annual leave shall be granted and approved by the Department Head at such time or times as will not materially affect the efficient operations of the Department.

If an employee's services are terminated prior to the completion of 6 calendar months of employment, said employee shall not receive or be compensated for any time earned.

Annual leave for regular part-time employees, working a 20 hour week or more, shall be earned in the same proportion as the number of hours they work, proportionate to the total month worked.

Annual leave can only be taken when such annual leave has actually been earned; it cannot be accelerated or advanced. Each Department Head along with attendance records should record annual leave.