

PAID HOLIDAYS:

New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

If a holiday falls on Saturday, the holiday is normally observed on Friday. If the holiday falls on a Sunday, the holiday is normally observed on Monday.

VACATION LEAVE:

All full and part-time employees are eligible for vacation leave hours. Vacation leave hours are accrued every pay period. The number of hours earned is based upon the number of straight time hours the employee works and the years of continuous employment that the employee has worked for the County.

Vacation Schedule:

The following is based on a regular full-time employee, and days are approximate due to the variation of hours accumulated per individual. Part-time employees leave accrual will vary dependent upon hours worked.

- 1 – 5 years of employment: Approximately 10 days of vacation leave
- 5 – 10 years of employment: Approximately 12 days of vacation leave
- 10 – 15 years of employment: Approximately 15 days of vacation leave
- 15 or more years of employment: Approximately 18 days of vacation leave

On the employee’s anniversary date, any accrued but unused vacation hours will be transferred to a vacation leave bank. The employee will have until their next anniversary date to use those vacation bank hours, or they will be lost.

PERSONAL DAYS:

All full-time employees are eligible for personal days. Part-time employees’ hours will be evaluated annually on their anniversary date to determine eligibility. Part-time employees who have worked a minimum of 1300 hours in the year will be eligible for personal days.

All regular full-time non-exempt employees, and all eligible part-time employees will receive two personal days after six months of employment and two personal days every year on their anniversary date.

All regular exempt employees will receive two personal days after six months of employment and four personal days every year on their anniversary date.

Personal days must be used within the year that they are earned, or they will be lost.

SICK LEAVE:

All full-time and part-time employees are eligible for sick leave hours. Sick leave hours are accrued every pay period. The number of hours earned is based upon the number of straight time hours the employee works.

Regular full-time employees will earn approximately 10 days of sick leave per year. Part-time employees leave accrual will vary depending upon hours worked.

Sick leave hours will accrue until approximately 70 days of leave is accumulated. After the employee reaches the maximum amount of leave allowed accrued hours will be transferred into the Post Employment Health Plan. (PEHP).

COMPENSATORY TIME:

Regular full-time employees will normally receive compensatory time in lieu of overtime pay. "Comp" time is paid time off calculated at the rate of 1½ hours of time for each hour of overtime worked. Part-time employees will receive overtime pay and do not accumulate comp time.