



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 12/17/2024

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Proposed Changes to Personnel Policy 8-105, Annual Leave

***Introduction/Background:**

Proposed revisions to Personnel Policy 8-105, Annual Leave

***Discussion:**

1) Added language to clarify that eligible employees who work part-time accrue annual leave on a prorated basis; 2) Added language to permit employees who leave employment prior to completing six (6) months of service will receive an annual leave payout based on the amount they accrued upon separation; and, 3) Added language that prohibits new employees from receiving forty (40) hours of front-loaded annual leave more than once per year.

***Conclusion:**

The revisions are required to align policy with practice.

***Recommendation:**

That the Board of Supervisors approve Personnel Policy 8-105, Annual Leave modifications as outlined, to become effective upon approval.

***Fiscal Impact:**

None.

***Board of Supervisor District:**

1 2 3 4 5 All

Department: Human Resources

Telephone: 520-724-2732

Contact: Cathy Bohland

Telephone: 724-8672

Department Director Signature: _____

Date: _____

11/25/24

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

11/26/24

A. Eligibility

1. All employees except Elected Officials, intermittent employees as defined in Merit System Rule 1 and temporary employees are eligible to accrue annual leave from date of appointment.

An eligible employee receiving pay for forty (40) or more hours per pay period shall accrue annual leave as specified in 8-105 B. **ELIGIBLE EMPLOYEES WORKING LESS THAN FULL-TIME WILL ACCRUE ANNUAL LEAVE ON A PRORATED BASIS.**

2. New hire employees hired under the Pima County Trainee Program are eligible to accrue annual leave from date of appointment.
3. Temporary employees extended beyond the first six (6) months of employment shall accrue and may use annual leave beginning with the pay period following six (6) months of continuous and extended employment. A temporary employee appointed to a regular appointment without a break in service shall be credited with annual leave from original date of hire.
4. For the purpose of annual leave rate of accrual, credit shall be allowed and given to establish years of service using prior employment with Pima County for employees re-hired after the effective date of this policy, where there was a break in service of five (5) years or less or for reinstatement or reemployment, as defined in these Merit System Rules and Personnel Policies. This credit shall not apply to employees who have retired from the county and are re-hired. Employees who have retired will accrue annual leave at the rate of a new employee.

B. Rate of Accrual

An eligible employee, when in a pay status, shall accrue annual leave as follows:

1. An employee with fewer than three (3) years of service (established by anniversary date) shall accrue annual leave at the rate of 120 hours per year (not to exceed 4.65 hours per pay period).
2. An employee with three (3) to seven (7) years of service (established by anniversary date) shall accrue annual leave at the rate of 144 hours per year (not to exceed 5.55 hours per pay period).
3. An employee with seven (7) to ten (10) years of service (established by anniversary date) shall accrue annual leave at the rate of 168 hours per year (not to exceed 6.47 hours per pay period).
4. An employee with ten (10) to fifteen (15) years of service (established by

anniversary date) shall accrue annual leave at the rate of 192 hours per year (not to exceed 7.39 hours per pay period).

5. An employee with more than fifteen (15) years of service (established by anniversary date) shall accrue annual leave at the rate of 216 hours per year (not to exceed 8.31 hours per pay period).
6. Annual leave shall accrue during any approved leave of absence with pay.
7. Annual leave shall not accrue during any leave of absence without pay or suspension without pay, i.e., employees must be in a pay status to accrue annual leave.

C. Annual Accumulation

1. An eligible employee may carry over, from one (1) consecutive twelve (12) month period (established by anniversary date) to the next, a maximum of three hundred twenty (320) hours of annual leave. If the employee has annual leave in excess of three hundred twenty (320) hours upon their subsequent anniversary date, annual leave hours in excess of three hundred twenty (320) hours will automatically be transferred to sick leave pursuant to 8-105 G.
2. The payout of unused sick leave hours as specified in 8-106 C.4 shall not be included in the calculation of the three hundred twenty (320) hours payoff limit specified in Personnel Policy 8-123.
3. New employees will accrue a total of 120 hours of annual leave in year one (1); however, forty (40) hours of annual leave will be front-loaded into their annual leave bank upon their initial date of hire. New employees will then begin accruing annual leave at a rate of 4.65 hours after the employee reaches the point in time when they would have accrued forty (40) hours of annual leave, or after seventeen (17) weeks of continuous full time employment. **EMPLOYEES WHO SEPARATE FROM EMPLOYMENT BEFORE COMPLETING SIX (6) MONTHS OF SERVICE WILL RECEIVE AN ANNUAL LEAVE PAYOUT BASED ON THE NUMBER OF PAY PERIODS WORKED, MULTIPLIED BY THEIR ACCRUAL RATE, LESS ANY ANNUAL LEAVE ALREADY USED. EMPLOYEES WORKING LESS THAN FULL-TIME WILL RECEIVE A PRORATED PAYOUT. NEW EMPLOYEES MAY ONLY RECEIVE THE FORTY (40) HOURS OF FRONT-LOADED ANNUAL LEAVE ONCE PER YEAR.**

D. Use of Annual Leave

1. Employees, with the exception of temporary employees, may use annual

leave upon accrual. Employees who are on initial probation or trainees are only permitted to use annual leave in the first six (6) months of employment where they are meeting performance expectations and as approved by their Appointing Authority.

2. Annual leave accruals earned at the end of the current pay period are not available for use until the following pay period.

Employees receiving workers' compensation benefits who have exhausted all accrued leave balances may utilize annual leave accruals during the pay period earned.

3. Annual leave shall not be charged against an employee's accrued balance for an authorized holiday, which occurs while an employee is using annual leave.
4. All employees are encouraged to take a two-week vacation per year for the purpose of rest and recuperation.
5. An Appointing Authority may require that an employee postpone or change scheduled annual leave for good cause.
6. At the discretion of the Appointing Authority, an employee classified as Executive (E), Administrative (A), or Professional (P) may be required to use accrued annual leave for approved absences of less than a full work day when the Appointing Authority determines that voluntary partial day absences taken by the employee are excessive or have a negative impact on the operation of the department.
7. Employees eligible for overtime are required to use annual leave for approved absences of a full work day or less.
8. Use of annual leave for Family and Medical Leave Act (FMLA) reasons is provided for by administrative procedures which comply with the FMLA.

E. Leave Requests

Unless waived by the Appointing Authority, an employee shall submit a written request for approval of annual leave at least two (2) weeks in advance of the intended absence and indicate the dates and duration of the requested annual leave. The Appointing Authority or designee shall respond to such request within one (1) week of receipt.

F. Disposition of Accrued Leave

An employee who transfers from one County department to another shall retain

any accumulated annual leave. An employee who changes from one employment type to another shall retain any accumulated annual leave and shall be eligible to use and/or accrue annual leave in accordance with their current employment type. However, if the employee has accumulated annual leave and changes to an employment type that does not accrue annual leave, the employee shall be paid out for no more than three hundred twenty (320) hours of their accumulated annual leave at the time of their transfer.

G. Transfer of Accrued Annual Leave Hours to Sick Leave

In order to prevent the loss of annual leave and supplement the accrual of sick leave, any amount of accrued annual leave hours in excess of three hundred twenty (320) will automatically be transferred to sick leave on the employee's anniversary date, or when the employee changes to an employment type that does not accrue annual leave as described in 8-105 F.

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