



## LEAVE PLAN

### 606.2 – ANNUAL LEAVE

- 1. Policy Purpose:** To provide policy and procedures regarding annual leave eligibility, usage and payout upon separation and/or retirement. The established annual leave year is the calendar year, January 1st through December 31st each year.

**Policy Coverage:** This Policy is applicable to all non-represented, full-time (exempt and non-exempt) and part-time employees of the East Fork Fire Protection District.

**Adopted Date:** 05/21/2019

**Revised Date:** 07/18/2023

**Policy #:** 606.2

*\*\*The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. \*\**

- 2. Policy:**

#### A. Basis of Accrual

All employees who are employed on a continuous full-time basis will accrue annual leave based on the schedule below, provided they are regularly assigned to a 40-hour work week. Employees do not accrue annual leave for overtime hours worked. Regular part-time employees working 21 hours per week or more shall accrue annual leave on a pro-rated basis (full-time equivalency). Employees working less than 20 hours per week, and employees hired on an intermittent, seasonal, temporary or emergency basis are not entitled to annual leave and do not accrue annual leave.

<u>CONTINUOUS SERVICE</u>	<u>HOURS EARNED/PAID</u>	<u>HOURS PER PP</u>
0-4 Completed years	120 hours	4.62 hours per PP
5-9 Completed years	168 hours	6.47 hours per PP
10-14 Completed years	192 hours	7.39 hours per PP
15-19 Completed years	216 hours	8.31 hours per PP
20 years or more	240 hours	9.24 hours per PP

Employees who are hired during the middle of a pay period will have their hours prorated based on a 14-day pay period.

Annual leave accrues to the employee on a biweekly basis coinciding with pay periods.

Annual leave is not accrued during leave of absence without pay. No employee may accumulate more than 360 hours of annual leave in a calendar year (see Section E of this policy – Carry Over of Annual Leave to Following Year).

#### **B. Accrual During Probation**

Employees will accrue annual leave during their probationary period but will not be granted annual leave during their probationary period until they have been employed continuously for at least six months. Exceptions to the use of annual leave prior to being employed continuously for at least six months may be made under extenuating circumstances with approval of the District Fire Chief or his designee or the Executive Office Manager/Human Resource Manager).

#### **C. Payment on Separation**

Employees who have completed at least six months of continuous full-time service and leave the District will be paid for accrued, unused annual leave. The employee shall be compensated at his or her current base rate of pay at the time of separation for any accrued unused annual leave. The final payment for accrued leave will follow the District's regular payroll cycle and will be issued with the employee's final pay check.

#### **D. Payment on Death**

If an employee dies and the employee was otherwise entitled to accumulated annual leave under the provisions of this Policy, the legal heir of the deceased employee will be paid the amount that would have been due to the employee as set forth in Section 2(C).

#### **E. Carry-over of Annual Leave to Following Year**

No more than 360 hours (for 40-hour employees) of annual leave may accrue to an employee in a calendar year. Any accrued, unused hours in excess of 360 hours as of December 31, or the end of the last pay period of the calendar year, will be transferred to the employee's Sick Leave bank by January 15 of the following year.

**F. Approval and Usage of Annual Leave**

1. An employee shall be paid at his/her base hourly rate for each hour of annual leave time taken. Annual leave taken during a biweekly period shall be charged before annual leave earned during that pay period is credited. Annual leave hours will be considered hours worked for FLSA (Federal Labor Standards Act) purposes.
2. Holidays as defined by Policy 606.1 occurring within the annual leave period will not be counted against annual leave hours.
3. Employees shall request annual leave by providing advance notice to their supervisor or Division Head. Employees must obtain prior approval from their supervisor or Division Head before the annual leave time is taken. The supervisor or Division Head reserves the right to designate when some or all annual leave must be taken and may change or cancel annual leave requests if such is required to accomplish District workload objectives.
4. An employee becoming ill while on annual leave shall have leave taken while ill charged to sick leave upon request and upon presentation of proper documentation as set forth in Policy 606.4(C)(4).

**G. Compliance with FLSA (Fair Labor Standards Act)**

The District will make such changes in this policy and any others, as well as in practice, in order to fully comply with the Fair Labor Standards, Act (FLSA) and any implementing regulations thereto. This practice by the District will not be construed to provide any benefit beyond what is required by FLSA.

Lisa Owen  
Name

Director Admin Services  
Title

8/1/23  
Date

  
Signature

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.