

	<b>ORGANIZATIONAL POLICY</b>		<b>GENERAL ADMINISTRATION APPLICATION: All Employees</b>		
	<b>TITLE:</b> Annual Leave	RESOLUTION NUMBER RC16-047	SUPERCEDE RC66-544... ...RC05-368	EFFECTIVE DATE 01/19/2016	SUPERCEDE 12/06/1966... ...11/16/2005

**INTENT**

It is the intent of the Washtenaw County Board of Road Commissioners to provide its employees with paid annual leave which can be used in the event of illness, injury, or for personal reasons and vacation.

**ANNUAL LEAVE ACCRUAL**

- A. Regular, full-time employees will be awarded annual leave upon the anniversary date of their employment with the Washtenaw County Road Commission (WCRC), according to the following schedule:

Anniversary	Days	Hours
1 <sup>st</sup> through 4 <sup>th</sup>	18	144
5 <sup>th</sup> through 12 <sup>th</sup>	23	184
13 <sup>th</sup> through 19 <sup>th</sup>	28	224
20 <sup>th</sup> and up	30	240

- B. New hires will be awarded four (4) annual leave days after successfully completing their first ninety (90) days of employment. Four (4) additional annual leave days will be awarded after six (6) months of employment. The remaining ten (10) annual leave days will be awarded on the employee's one (1) year anniversary.

**USE OF ANNUAL LEAVE**

- A. Except in the case of an emergency, all annual leave must be approved by the employee's immediate supervisor, using the printed application for leave form furnished by the employer, filled out completely and properly signed and submitted by the employee prior to commencing a leave.
- B. Annual leave may be used in no less than half hour increments.
- C. Conflicts of concurrent leave time between employees whose jobs are interdependent or whose positions are critical to specific WCRC commitments should be resolved by the employees' immediate supervisor and/or department head considering factors such as the timing of the request and the employees' seniority with the WCRC.

**CARRY OVER OF ANNUAL LEAVE**

- A. No payments will be made in lieu of annual leave with exception of employee separation.

- B. An employee is permitted to carry over a maximum of thirty (30) annual leave days or 240 hours into any new anniversary year. Any additional annual leave in excess of the maximum will be forfeited if not used by the employee's anniversary date.

#### **ACCRUAL OF ANNUAL LEAVE WHILE ON APPROVED LEAVE**

- A. An employee on an authorized paid leave, up to a maximum of six (6) months, will accrue annual leave.
- B. An employee on workers compensation leave, up to a maximum of twelve (12) months, will accrue annual leave.
- C. An employee will not accrue annual leave while on unpaid leave.

#### **EMPLOYEE SEPARATION**

- A. In the event an employee shall retiree, resign, die or be discharged, the employee or the designated beneficiary will, at the time of separation, be paid for any accrued and unused annual leave, rounded to the nearest hour. The payment is based on the employees' rate of pay at the time of separation.
- B. Accrued and unused annual leave paid out will be included in the employee's final average compensation.

#### **REINSTATEMENT**

An employee who has been reinstated within three (3) years of separation will earn annual leave at the same rate in effect at the time of separation.