

ANNUAL LEAVE

Adopted: 09/18/2019

1. **Personal Leave (New Hires and October 1st Grant):** Upon initial employment, sixteen hours of annual leave are credited to each full-time employee (there is no accumulation for part-time employees) for personal purposes, including time off for voting, religious observance, and personal business. These hours are immediately available for use by new employees with the approval of their supervisor. In addition, on October 1st of each year, sixteen hours of annual leave are credited to each full-time employee with more than six months of service. Thereafter, this leave is credited pursuant to the Annual Leave Table listed below.

2. **Annual Leave:** Employees earn regular annual leave and length of service (additional) annual leave in accordance with the following schedule for each 80 hours in pay status. Paid service in excess of 80 hours in a pay period shall not be counted. Annual leave will be credited based upon length of service. Regular part-time employees accumulate annual leave on a pro-rata basis. Annual leave accumulation is pro-rated if an employee is paid for fewer hours than the employee is scheduled to work.

Following is the Annual Leave Table SADO will use in calculating annual leave accruals and accumulations:

| Annual Leave Table | |
|---|---------------------|
| Length of Service On Bi-Weekly Basis | Annual Leave Earned |
| 0 - 1 year | 4.0 hours |
| 1 - 5 years | 4.7 hours |
| 5 - 10 years | 5.3 hours |
| 10 - 15 years | 5.9 hours |
| 15 - 20 years | 6.5 hours |
| 20 - 25 years | 7.1 hours |
| 25 - 30 years | 7.7 hours |
| 30 - 35 years | 8.4 hours |
| 35 - 40 years | 9.0 hours |
| 40 - 45 years | 9.6 hours |
| 45 - 50 years | 10.2 hours |

3. **Length of Service:** An employee's length of service shall be based on the number of years of service with SADO and any prior classified or unclassified employment with the State of Michigan or the Michigan judicial system, and up to five years of active military service. When necessary, such as when computing service with another agency or military service, an employee's length of service will be rounded off to the nearest number of completed full years. Eight/tenths of a year shall equal a full year for this purpose.

4. **Computation of Continuous Service:** Continuous service is service without a break in employment. This may be achieved by working continuously for SADO or a total combination of five years prior creditable employment and SADO service, if the employee was hired by SADO immediately after separating from the previous creditable employment. Up to five years of active military service is credited immediately upon employment with SADO. In other cases, prior creditable employment will be granted only upon the completion of five continuous years of service.

5. **Authorization:** An employee may use annual leave only with the prior written approval of the employee's supervisor. No employee shall use more than two consecutive weeks of annual leave without the prior approval of the immediate supervisor and a Deputy Director. Requests for annual leave for a period more than 2 consecutive weeks shall be referred to the supervisor or Deputy Director for review and coordination between SADO departments. Recommendations for approval or disapproval from the supervisor and Deputy Director shall be forwarded to the Director for action. An employee has the option of using annual leave credits when an insufficient amount of sick leave credits exists to cover an absence for which sick leave would have been approved. Annual leave credits may not be used by a separating employee to extend employment.

6. **No Advance Credit:** Annual leave shall be available for use only in bi-weekly work periods after the period in which it was earned. If an employee has insufficient annual leave credits to cover a period of absence, a compensation reduction for the time will be made in the pay period following the one in which the absence occurred.

6. **Accumulation:** All SADO employees are governed by the cap on maximum accumulation of annual leave contained in the table below. An employee may accumulate credited annual and personal leave hours up to the combined maximum authorized in column 2 of the leave table. Any annual or personal leave hours earned above the maximum accrual cannot be credited and the hours are lost.

| Years or Service | Maximum Accumulation |
|------------------|----------------------|
| 0 – 5 | 296 |
| 5 – 10 | 311 |
| 10 – 15 | 326 |
| 15 – 20 | 341 |
| 20 – 25 | 346 |
| 25 and above | 356 |

8. **Separation:** Upon separation from SADO, an employee who has completed at least six months of service shall be paid at the employee's current rate of pay for unused credited annual leave. The maximum accrual that will be paid is as follows:

| Years of Service | Maximum Accumulation |
|------------------|----------------------|
| 0 – 5 | 256 |
| 5 – 10 | 271 |
| 10 – 15 | 286 |
| 15 – 20 | 301 |
| 20 – 25 | 306 |
| 25 and above | 316 |

9. Employees are encouraged to attend office functions such as the office picnic or holiday party. When the activity is held during normal business hours and an employee chooses not to attend, it is business as usual, and employees are expected to work that day.