

## CHAPTER VI

### EMPLOYEE LEAVE AND TIME AWAY FROM WORK

An employee requesting a leave of absence with or without pay must present the request in writing 30 days prior to commencement of leave or as soon as practicable. It will be approved or disapproved by the Department Head. Long-term leave requests must be sent to the Director of Human Resources along with a request for personnel action form. Requests for such leave must be made far enough in advance to allow time to carry out this procedure.

It is the policy of the County to permit employees to be absent from work on an authorized short-term or long-term absence. A short-term absence is generally two work weeks or less. Absences for longer than two weeks must be converted to a long-term leave of absence (excluding annual leave.)

#### 61 ANNUAL LEAVE ACCRUALS

Each regular full-time employee and part-time employee who have been approved for benefits will accrue leave with pay. Regular full-time employees will accrue hours at a rate of one-half day of hours worked for each completed month of service for the first 12 months of continuous employment with Spartanburg County. After one year of continuous service, the employee will accrue at a rate of one day of hours worked for each completed month of service. Employees who are hired the 1<sup>st</sup>-5<sup>th</sup> day of the month earn accruals for that month. If an employee is hired on or after the 6<sup>th</sup> day of the month, accruals will not begin until the following month. If an employee is separated from employment for any reason and the employee has time worked/paid on or after the 15<sup>th</sup> of the month, the employee will receive an accrual for that month. Otherwise, the employee would not receive any accrual for that month. The chart below illustrates annual leave accruals:

Regularly scheduled hours per work week	First 12 months of continuous service	After 12 months of continuous service
37.5	3.75 hours per completed month of service	7.5 hours per completed month of service
40.0	4.0 hours per completed month of service	8.0 hours per completed month of service
43.0	4.25 hours per completed month of service	8.5 hours per completed month of service
50.32 (average hours per week) firefighters	7 hours per completed month of service	14 hours per completed month of service

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Part-time employees with benefits accrue based on an equivalent pro-rated schedule.

At the end of each calendar year, an employee may carry over a maximum of 225 hours for employees who are regularly scheduled to work 37.5 hours per work week, 240 hours for employees who are regularly scheduled to work 40.0 hours per work week, and 255 hours for employees who are regularly scheduled to work 43.0 hours per work week or 336 hours for firefighters. At the end of the calendar year, any time in excess of these amounts will be automatically forfeited. The hours over the maximum for firefighters will be converted into sick leave.

Employees may not use more than two consecutive weeks of annual leave at any one time without prior approval by the Department Head.

Annual leave may not be taken in an amount smaller than one-half hour. An employee on annual leave will continue to accrue sick leave in accordance with the sick leave policy.

Requests for annual leave must be submitted to the employee's immediate supervisor and may be taken only after approval by the Department Head. Annual leave will normally be granted in accordance with a schedule prepared and implemented by the Department Head or immediate supervisor.

Annual leave must be properly recorded and reflected on the employee's time sheet or time card.

An employee is not permitted to take leave without pay instead of using accumulated annual leave hours unless the leave without pay is the result of a disciplinary action.

An employee in his/her new hire introductory period who resigns from employment forfeits all accrued but unused annual leave. An employee whose employment is terminated also forfeits all accrued but unused annual leave.

An employee who resigns or retires from employment will receive all accrued but unused annual leave up to a maximum of 30 days provided the employee gives the notice requested in Section 11.1. An employee who is laid off or loses his/her job because of a loss of license or certification will receive all accrued but unused annual leave up to a maximum of 30 days. Any remaining amounts above 30 days will be forfeited.

The time that an employee may take annual leave is determined by the Department Head with due regard to the wishes of the employee and the County's needs. Annual leave will be accrued but may not be used until after the satisfactory completion of a new employee's introductory period.

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## 62 LONGEVITY ACCRUALS

Employees who are entitled to annual leave will be entitled to additional longevity accrual based on years of service with Spartanburg County, as follows:

Years of Continuous Service	37.5 regularly scheduled hours per work week	40.0 regularly scheduled hours per work week	43.0 regularly scheduled hours per work week	50.32 average hours per week (firefighters)
5-9 years	15.0 hours	16.0 hours	17.0 hours	24 hours
10-14 years	22.5 hours	24.0 hours	25.5 hours	24 hours
15-19 years	30.0 hours	32.0 hours	34.0 hours	24 hours
20+ years	37.5 hours	40.0 hours	42.5 hours	24 hours

An employee must meet the continuous years of service criteria prior to January 1<sup>st</sup> for the longevity accrual to be placed on the employee's records for that calendar year. Longevity accrual is posted on the employee's records by the second payroll in January of each calendar year.

Longevity accrual must be used within the same calendar year earned or it will be forfeited. If an employee leaves employment with the County and resumes employment with the County at a later date, longevity accrual will be calculated from the employee's most recent date of hire.

An employee who resigns or retires from employment will receive any accrued but unused longevity leave, provided the employee gives the notice requested in Section 11.1.

An employee who is laid off or loses his/her job because of a loss of license or certification will receive all accrued but unused longevity leave.

An employee whose employment is terminated forfeits all longevity leave.

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