

Executive Summary of Proposed Changes to Policy Dated August 10, 2016

Pinal County Policy and Procedure 7.30 - Vacation Leave

The proposed changes to Pinal County Policy and Procedure 7.30 (Vacation Leave) are outlined below. These changes are submitted respectfully for the purpose of improving our competitive advantage in attracting and retaining quality candidates. The proposed changes in accrual schedules incentivize retention at critical points in our employee's career and are aligned with neighboring counties.

Additionally, these proposed changes reflect the County's priority of offering a work experience that provides ample time for stress reduction, burnout prevention and promotes work-life balance by allowing more time to spend with family and friends.

Proposed Changes:

- Paid time off is a highly desirable employee benefit which contributes to overall employee well-being and productivity. Vacation Leave for newly hired employees increased from 10 days to 15 days annually and is offered through their first three (3) years of employment. (New)
 - Vacation Leave for employees with three (3) to five (5) years of tenure increased from 15 days to 18 days annually. (New)
 - Vacation leave for employees with five (5) to fifteen (15) years of tenure increases to 20 days. (New)
 - One additional day of Vacation (eight hours) is earned for every year in excess of 15 years of service. (No change)
- In an effort to provide more flexibility to employees and enhance their work-life balance and overall work experience, under these policy revisions new employees will be able to use vacation time earned during their probationary period.
- Vacation time accrued but not taken will not be compensable if separation occurs during the probationary period.
- Policy regarding Sabbatical Leave (Single Period Leave) was expanded and removed from the Vacation policy. A new section of policy was created in order to improve ease of locating the policy language and to deter any confusion between vacation paid leave and single period leave.
- Terminal leave is an area where previous policy did not cover adequately. A section on Terminal Leave was added to provide a formal definition and clarify usage and approval guidelines.