

Subject: VACATION AND TERMINAL LEAVE

Date: January 7, 2024

Pages: 1 of 2

Replaces Policy Dated: August 10, 2016

PURPOSE: To establish the means by which Pinal County employees may earn and use vacation leave and to provide for the compensation of unused vacation leave upon separation from County service.

SCOPE: This policy applies to all full-time Pinal County Employees, except Elected Officials. Part-time, temporary, and seasonal employees are not eligible to accrue Vacation Leave.

STATEMENT OF POLICY: Vacation leave is part of the integrated program of benefits for Pinal County employees. Such leave is intended as a necessary break from normal work duties to allow employees to achieve a healthy work-life balance.

ACCRUAL RATES: Each pay period vacation leave accrues and is calculated on the basis of an employee’s years of service. Vacation leave accrues for each full hour worked or in a paid status, but vacation will not accrue during terminal leave prior to separation. Vacation leave is not earned for hours worked in excess of 40 hours per week. The rate of accrual is graduated depending on credited service as shown in the vacation leave accrual rate chart below.

| Length of Credited Service Months/Years | Days/Hours earned per year | Hours per pay period earned | Hours per Day earned |
|--|--|--|---------------------------------|
| 0 - 36 Months 0 - 3 Years | 15 days/ 120 hours | 4.62 | 0.462 |
| 37-60 Months 3 - 5 Years | 18 days/ 144 hours | 5.54 | 0.554 |
| 60 - 180 Months 5 - 15 Years | 20 days/ 160 hours | 6.15 | 0.615 |
| 15 + Years | 20 days/160 hours, plus 8 hours additional accrued for each year thereafter. | | |

CREDITED SERVICE WITH ELIGIBLE RETIREMENT SYSTEM: Employees who have documented service time with the Arizona State Retirement System or the Public Safety Personnel Retirement System may be eligible for credited service. In order to have vacation accruals calculated on the basis of participation with the retirement system, employees will be required to submit the retirement system annual statement, or equivalent, to Human Resources. Accruals will take effect no later than the first pay period following receipt of such documentation and are not retroactive.

For purposes of this definition, retirees and those who have refunded or transferred previous service with a retirement system, will not be eligible for credited service. Service may only be credited from active time with the same retirement system (e.g. from Public Safety Personnel Retirement System into Arizona State Retirement System is not eligible).

USAGE, TRANSFER, AND MAXIMUM NUMBER OF ACCRUED HOURS: Employees are eligible to use their vacation accruals with prior supervisory approval. Vacation leave is used in quarter hour increments. Vacation leave may be used in conjunction with holidays. If a holiday occurs during a period of vacation leave, vacation leave will not be charged for the holiday. Vacation leave may be used in conjunction with sick leave, when sick leave has been exhausted, to cover for extended periods of absence.

An employee who transfers from one County position to another shall retain any accumulated vacation leave.

The maximum allowable vacation leave accrual limit is 360 hours as of December 31st of each year. Vacation leave in excess of the accrual limit of 360 hours as of December 31st of each year will roll over and be added to an employee's sick leave balance.

PROCEDURE FOR USING VACATION HOURS AND ABSENCE NOTIFICATION: Use of vacation leave must be requested in writing, in advance, and be approved by the appropriate supervisor prior to use.

Employees will provide notification to their coworkers and the public they serve when they are on vacation and designate who may be contacted in their absence at the discretion of their Appointing Authority.

VACATION PAYOUT AT SEPARATION: Vacation accruals are not compensable if the separation occurs during the initial probationary employment period. Up to 360 hours of accrued Vacation Leave will be compensable to an employee that voluntarily or involuntarily separates from County employment after this period is successfully completed.

TERMINAL LEAVE: Terminal Leave provides an opportunity for employees who have submitted written notice of normal retirement from Pinal County employment to use available leave time in excess of 360 hours of vacation. Eligible leave time includes vacation leave hours in excess of 360 and transferred sick leave hours as defined in policy 7.50.

During the period of approved terminal leave, employees do not continue to accrue sick leave and vacation leave time. A request for terminal leave must be made in writing to the Department Director no less than 60 days prior to the start of the proposed leave. Approval shall be granted provided it does not result in a hardship to the department. The County Manager will be consulted prior to a denial of the requested leave.

Any deviation from these rules requires prior approval by the County Manager.