

Wagoner County Leave Policy Revision October 2013

VACATION LEAVE

Effective October 16, 2013, all employees will accrue personal leave and vacation leave rather than personal days off (PDO).

Time already accrued as Personal days off (PDO's) will not be converted, split, or forfeited. PDO's may still be used for any reason, including vacation or sick leave and may have accumulated up to 130 days or 1040 hours. Upon separation for any reason, employees are not entitled to payment of accumulated personal days off earned under the previous program and such accumulated leave shall be forfeited. Upon approval of the elected official, if a separated employee is later re-employed by Wagoner County, the employee will be eligible to have the forfeited PDO leave reinstated provided that the re-employment occurs on or before two years after separation from employment.

Each month, regular County employees are eligible to earn vacation leave in prorated (fractional) amounts for each regular hour they work. Employees also earn vacation while using most types of paid leave, but not while in an overtime or unpaid absence status. Vacation is also not earned any time it would cause the employee's total unused vacation balance to go over permitted limits.

When monthly paychecks are run, leave balances are updated with amounts newly earned or used, based on departments' reports sent to payroll with timesheets. These updates are current as of the date sent to payroll.

Vacation cannot be used until *after* it is earned and credited to the leave balance and must be scheduled and approved in advance by the supervisor. Final approval is at the discretion of the Elected Official. Approval of vacation may be based on seniority and workloads, and may be denied at a particular time by Wagoner County for business reasons. Any employee who is denied vacation but later fails to report for work during the requested vacation period may be deemed to have abandoned their position.

Employees are encouraged to use vacation in the same year when it is earned and to take at least 40 hours consecutively per year. However, vacation may optionally be accumulated for later use *up to the employee's maximum permitted limit*.

Both the *hourly rate* for earning vacation and the *maximum limit* the employee may accumulate are based on completed years of continuous regular employment. After completing the provisionary employment period, vacation leave is accrued as follows:

Completed period of Continuous Regular Service	Monthly Accrual Hours	Annual Accrual Hours	Maximum Accrual Hours Limit
3 months to 5 years	10	120	240
6 to 10 years	12	144	288
11 to 20 years	13.33	160	320
21 + Years	16.67	200	400

As shown above, there is a maximum limit to the amount of unused vacation that can be accumulated at one time. The maximum is two times the number of hours that the employee is currently eligible to earn per year and is strictly enforced. Any exception will require prior approval of the Elected Official.

Any time an employee accumulates the maximum limit, the employee will stop earning additional vacation, to the extent that earning more would cause them to go over the limit. Any over-limit vacation that the employee could otherwise have earned will be lost.

New employees and rehired employees may not use vacation leave until they have completed six months of being classified as a "regular" full-time employee. Employees do not accumulate vacation time during the three (3) month provisional employment period.

Upon voluntary resignation, discharge or layoff, the employee will receive pay for all unused accumulated vacation leave.

Employees on worker's compensation temporary total disability may use vacation leave, if available, to supplement worker's compensation pay as long as the combination of worker's compensation and vacation and/or personal leave do not exceed an employee's base pay.

PAID PERSONAL LEAVE

The first day of the calendar month following 90 days of full-time provisional employment, county employees begin to accrue personal leave. Personal leave is provided at the rate of eight (8) hours per month on a pro-rata basis calculated in accordance with the number of hours in a non-overtime paid status in any given payroll period.

Personal leave may be taken for any reason such as illness, emergencies, doctor's appointments, etc..

Rules for the use of personal leave are:

- Personal leave must be used and recorded in half hour increments.
- For absence due to illness or emergency, the employee must notify the supervisor within one hour of the beginning of their shift, or if during the work shift, prior to leaving the workplace.
- For all other uses of personal leave, the employee must have permission at least one day in advance.

Failure to provide timely notice and obtain advance permission in accordance with the above may disqualify the employee from being paid for the relevant absences and may result in appropriate disciplinary action.

A supervisor may require the employee to present a doctor's note bearing the date of the absence if the absence is for a medical or dental appointment. A signed doctor's statement may also be required if an employee is absent from work for three or more consecutive working days for medical reasons.

Employees may not use personal leave until it is accrued and registered in the leave reporting program.

The abuse of personal leave, including but not limited to habitual tardiness, excessive absence, interference with quality or quantity of work or other abuses by lead to disciplinary action, up to and including discharge.

Personal leave may be accumulated to a maximum of one thousand and forty (1,040) hours, but the county is prohibited from paying employees for accumulated personal leave upon separation from employment.

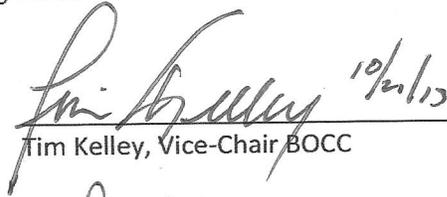
Nothing in this policy precludes the use of leave as described in the Family Medical Leave Act (FMLA). For FMLA to apply, the employee must notify his supervisor and follow the guidelines as specified in this policy under FMLA.

This revision to the 2013 Edition of the Wagoner County Personnel Policy Handbook is hereby approved and will be included in the next full revision of the Wagoner County Personnel Policy Handbook.

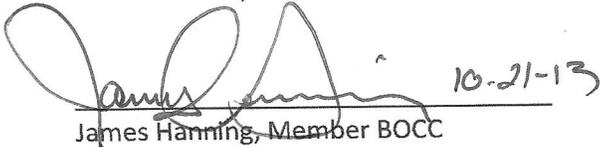
Approved this 21 day of October, 2013.



Chris Edwards, Chairman BOCC



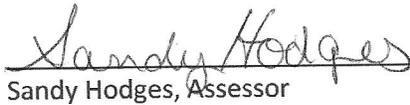
Tim Kelley, Vice-Chair BOCC



James Hanning, Member BOCC



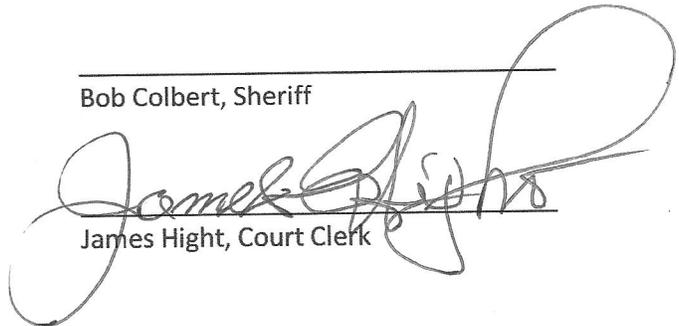
Lori Hendricks, County Clerk



Sandy Hodges, Assessor

Bob Colbert, Sheriff

Dana Patten, Treasurer



James Hight, Court Clerk