

year. Part-time B employees shall accumulate 2.31 hours annual leave per pay period. This will be a total of 60.06 hours or fifteen (15) four hour working days per year.

3. 10 to 15 years. Full-time employees who have worked for the City of Bayard from (10) years and one day up to fifteen (15) years shall accumulate 6.15 hours of annual leave per pay period. This will be a total of 160 hours or twenty (20) eight hour working days. Part-time A employees shall accumulate 4.62 hours of annual leave per pay period for a total of 120.12 hours or twenty (20) six hour working days per year. Part-time B employees shall accumulate 3.08 hours of annual leave per pay period. This will be a total of 80.08 hours or twenty (20) four hour working days per year.
4. 15 to 20 years. Full-time employees who have worked for the City of Bayard (15) years and one day up to twenty (20) years shall accumulate 7.69 hours of annual leave per pay period. This will be a total of 200 hours or twenty-five (25) eight hour working days per year. Part-time A employees shall accumulate 5.78 hours annual leave per pay period. This will be a total of 150.28 hours or twenty-five (25) six hour working days per year. Part-time B employees shall accumulate 3.85 hours annual leave per pay period. This will be a total of 100.10 hours or twenty-five (25) four hour working days per year.
5. 20 or more years. Full-time employees who have worked for the City of Bayard for (20) twenty years and one day up or more shall accumulate 9.23 hours of annual leave per pay period. This will be a total of 240 hours or thirty (30) eight hour working days per year. Part-time A employees shall accumulate 6.94 hours annual leave per pay period. This will be a total of 180.44 hours or thirty (30) six hour working days per year. Part-time B employees shall accumulate 4.62 hours annual leave per pay period. This will be a total of 120.12 hours or thirty (30) four hour working days per year.

Annual leave shall accrue during the first six months of employment, but cannot be taken by the employee until the introductory period is completed, unless otherwise approved by the Clerk Treasurer. Police officers may utilize their annual leave after 180 days of employment. All employment positions including those to be excluded positions whom are considered exempt positions (FLSA) shall be deducted annual leave on an as used basis.

Annual leave shall not be granted in advance of accrual.

Upon termination from city employment, an employee will be paid for all accrued annual leave.

- B. Notice of Paid Leave: Any employee wishing to utilize any amount of paid leave time must give written notice at least three days in advance to his/her department head or any other person designated with authority to accept such notice. Three-day notice is not required when an emergency arises. Should an emergency arise, the amount of time necessary for notice shall be governed by the circumstance.
- C. Lost Leave: Full-time employees may carry over only 120 hours of annual leave on January 1 of each calendar year. Part-time A employees may carry over only 80 hours of annual leave on January 1 of each calendar year. Part-time B employees may carry over only 60 hours of annual leave on January 1 of each calendar year. Any leave not used by the employee and not carried over at the beginning of the year is considered forfeited.
- D. Annual Leave Usage Within the Department: Annual leave will be limited to one employee at a time within each city department. More than one employee may be allowed annual leave for verified emergency or extenuating circumstances. The Clerk-Treasurer may