



EFFINGHAM COUNTY BOARD OF COMMISSIONERS
Human Resources Standards of Practice

Standards of Practice: Section 5.02	Issue Date: 11/16/2021 New _____ Revised <u> X </u> Supersedes Policy Dated: 12/03/2019
Title: Paid Time Off	Approved By Effingham County Board of Commissioners

5.02 –PAID TIME OFF

A. STANDARD

It is the policy of the County that all full-time, regular employees be provided time for rest and relaxation. For this reason, employees are encouraged to take their full allotment of Paid Time Off each year as provided under this policy.

B. ELIGIBILITY

All full-time, regular employees earn Paid Time Off on a bi-weekly basis, in proportion to the length of continuous employment. After completion of one-month of employment, Paid Time Off is accrued as follows:

<u>Years of Service</u>	<u>Rate of Accrual / Days Accrued</u>
One month - 2 years	4.0 hours pay period/104 hours annually
2 years - 6 years	5.85 hours pay period/152.10 hours annually
6 years – 11 years	7.08 hours pay period/184.08 hours annually
11 years - 16 years	8.0 hours pay period/208 hours annually
16 years – 20 years	8.92 hours pay period/231.92 hours annually
20 years and over	10.15 hours pay period/263.9 hours annually

C. PAID TIME OFF ENTITLEMENT

Employees are eligible to begin using accrued Paid Time Off after one month of continuous service.

D. PROCEDURE

Employees will use ADG to request time off. The department head is charged with the responsibility of approving or rejecting the request through ADG for Paid Time Off.



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1. If an employee does not report for work because of an illness, the employee must, at the earliest possible time on that date, notify their department head. Failure to call in may result in disciplinary action up to and including termination.

2. A physician's statement may be required for absences of three or more consecutive days.

E. PAID TIME OFF CARRYOVER

1. Full-time, regular employees who have less than 12 months of continuous employment with the county may carry forward any unused Paid Time Off, one time only.

2. Full-time, regular employees who have more than 12 months of continuous employment with the county must take annually at least 40 hours of Paid Time Off.

3. Any employee having leave available after taking the required minimum may cash in leave for pay, during the time frame designated by the Human Resources Department.

4. Paid Time Off may be accumulated and carried over to the next year provided that the maximum accrued leave does not exceed 60 days or 480 hours and the employee has taken at least 40 hours of Paid Time Off. At the end of each year, Paid Time Off hours above 480 will be forfeited.

F. HOLIDAYS FALLING DURING PAID TIME OFF

When a regularly scheduled holiday occurs during the period of an employee's leave, an additional day of Paid Time Off may be granted (holiday is not charged to Paid Time Off).



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G. BEREAVEMENT LEAVE / FUNERAL LEAVE ENTITLEMENT

All full-time and part-time regular employees who work a minimum of 30 hours per week are eligible for up to three days off for a death in the employee's immediate family (spouse, parent, sibling, child, stepchild, in-laws, step-parent, grandparent, or grandchild).

1. Three days or a total of twenty-four (24) hours, will be paid as Administrative Leave and will not be deducted from the employee's Paid Time Off balance. Any time taken over 3 days or twenty-four (24) hours will be charged against the employee's Paid Time Off balance or may be taken as Leave Without Pay. The three days or twenty-four (24) hours are on a per incident basis.

2. This benefit does not apply if death in the immediate family occurs while the employee is on a leave of absence, or absent for any other reason.

3. Additional time off, or time off for other funerals will be considered on an individual basis. If additional time off is granted, it may be treated as personal time without pay, or it may be charged to Paid Time Off.

4. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of calculating overtime.

H. PAID TIME OFF ENTITLEMENT UPON TERMINATION

1. All full-time, regular employees who resign will receive payment for any earned Paid Time Off.

2. Employees who resign or are terminated before the end of their training period will not be paid accrued Paid Time Off.

I. BLOOD DONATION LEAVE

Employees that successfully donate blood will be given two (2) hours of Blood Leave. In order to receive the Blood Leave, the employee must turn in the form given to them from the blood donation facility/bus to the Human Resources Office. The Blood Leave that you have earned will show on your pay stub as a separate leave category and can be used at any time.



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J. LEAVE DONATION BANK

A Leave Donation Bank will be established for use by employees that do not have Paid Time Off available for specified events. Donors nor recipients of the leave will be identified. Leave cannot be donated for a specific person. Leave will not be returned to the donor once it has been donated.

1. Receiving donated leave is limited to employees on an approved and documented medical leave of absence.
2. The maximum amount of leave that may be donated to an employee is eighty (80) hours.
3. The employee should make the request for donations when they have exhausted or will exhaust all accumulated Paid Time Off. Employees requesting leave from the leave bank must submit a Request for Donated Leave Form to the Human Resources Office. Human Resources will make the applicable credit of Paid Time Off to the requesting employee's leave account.
4. Employees electing to donate hours to the Leave Donation Bank will be required to complete a Leave Donation Form. The completed Leave Donation Form must be returned to the Human Resources Office. Human Resources will make the applicable deduction of Paid Time Off from the donating employee's account and credit to the Leave Donation Bank.
5. Human Resources will create and maintain the Leave Donation Bank.