



# EFFINGHAM COUNTY BOARD OF COMMISSIONERS

## Human Resources Standards of Practice

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

### 5.02 –PAID TIME OFF

#### A. STANDARD

The county policy is 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 bi-weekly, 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.
Two years - 6 years	5.85 hours pay period/152.10 hours annually.
Six years – 11 years	7.08 hours pay period/184.08 hours annually.
Eleven years - 16 years	8.0 hours pay period/208 hours annually.
Sixteen years – 20 years	8.92 hours pay period/231.92 hours annually.
Twenty years and over	10.15 hours pay period/263.9 hours annually.

#### C. PAID TIME OFF ENTITLEMENT

Employees can use accrued Paid Time Off after one month of continuous service.

#### D. PROCEDURE

Employees will use Paycor to request time off. The department head is responsible for approving or rejecting the request for Paid Time Off through Paycor.



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1. If an employee does not report for work because of an illness, the employee must notify their department head as soon as possible on that date. Failure to call in may result in disciplinary action, 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 with less than 12 months of continuous employment with the county may carry forward any unused Paid Time Off once only.
2. Full-time, regular employees with more than 12 months of continuous employment with the county must take at least 40 hours of Paid Time Off annually.
3. Any employee who has 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 an employee's leave period, an additional day of Paid Time Off may be granted (the holiday is not charged to Paid Time Off).

#### **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 five days off for a death in the employee's immediate family (spouse, parent, sibling, child, stepchild, in-laws, stepparent, grandparent, or grandchild).



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1. Five days or forty (40) hours will be paid as Administrative Leave and will not be deducted from the employee's Paid Time Off balance. Any time over five days or forty (40) hours will be charged against the employee's Paid Time Off balance or may be taken as Leave Without Pay. The five days or forty (40) 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 individually. If additional time off is granted, it may be treated as personal time without pay or charged to Paid Time Off.
4. Time off granted by this policy shall not be credited as time worked to calculate 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 who successfully donate blood will be given two (2) hours of Blood Leave. To receive the Leave, the employee must turn in the form provided to them from the blood donation facility/bus to the Human Resources Office. The Blood Leave you earned will show on your pay stub as a separate leave category and can be used anytime.

### **J. LEAVE DONATION BANK**

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



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1. Receiving donated leave is limited to employees on an approved and documented medical leave of absence or approved by the HR Director and County Manager.
2. The maximum amount of leave that may be donated to an employee is eighty (80) hours.
3. The employee should request 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 credit the applicable Paid Time Off to the requesting employee's leave account.
4. Employees electing to donate hours to the Leave Donation Bank must 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.