

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK
AS REVISED JUNE 1, 2006**

RECITALS:

WHEREAS, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Employee Handbook (the “Handbook”) for employees of the County; and

WHEREAS, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

NOW, THEREFORE, the following Sections of the St. Clair County Employee Handbook are hereby amended as follows:

Section 1: That Section 303 “Annual Leave” is hereby amended as follows:

303 Annual Leave

Annual leave (time off) with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use Annual Leave as described in this policy:

Regular Full-time Employees

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule.

Earning Schedule

<u>Years of Eligible Service</u>	<u>Hours (bi-weekly)</u>
Upon initial eligibility	4 hours
After 5 years	5 hours
After 10 years	6 hours
After 15 years	7 hours
After 20 years	8 hours

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn annual leave. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid annual leave time according to the schedule. Leave time may not be used until an employee has successfully completed the probationary period. Employees must be on the job for a full 80 hours each pay period to be eligible to accrue leave time.

Paid annual leave can be used in minimum increments of one-quarter hour. To request annual leave, employees must complete a "Request for Leave" form and have the signed approval of the supervisor or department head. Employees shall request annual leave as far in advance as possible, but no less than 1 week prior to planned date of leave, except in extraordinary circumstances. Requests will be reviewed based on a number of factors, including County operation needs and staffing requirements. The County reserves the right to cancel scheduled annual leave in the event that employees are needed to maintain effective County operations. Every eligible employee, however, shall be entitled to use at least 5 days of accumulated annual leave between June 1 and August 31 of each calendar year.

Vacation scheduling shall be determined by the use of a department vacation procedure. Each County department shall post a vacation list on the first work day of January through January 31 of each year and shall indicate the number of employees who may take annual leave during each week of the calendar year, beginning January 1 and ending December 31. Employees may sign the vacation list during the month of January indicating their preference for vacation scheduling. Vacations shall be scheduled according to Departmental Seniority, with the most senior employee being awarded their preference, the next most senior, and so on. In the event that a greater number of employees sign for a given week than may be scheduled off, the most senior employees shall be awarded the desired week. Requests for annual leave not signed for during the month of January shall be granted on a first come, first service basis, without regard for seniority.

Annual leave is paid at the employee's base pay rate at the time of leave. It does not include overtime or any special forms of compensation except shift differential, if applicable. Holidays that fall within an employee's scheduled vacation will be paid as a holiday and the day will not be charged against vacation/annual leave.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available annual leave is not used by the end of the last pay period in December of each year, employees may carry unused time forward to the next calendar year, up to a maximum of 240 hours.

If an employee has accrued over 240 annual leave hours at the end of a given calendar year, said employee will be given until February 28th (or February 29th in a "leap year") of the following year to schedule use of said annual leave hours which are over and above 240. After the last day of February of a given year, employees will be allowed only to carry over 240 hours of annual leave time. Nothing in the foregoing will change the amount of annual leave hours for which an employee may be compensated upon retirement or otherwise ceasing their employment with the County which shall remain at 240 annual leave hours.

Upon termination of employment and after all County equipment and supplies have been returned or accounted for, employees will be paid for unused annual leave time that has been earned through the last day of work up to a maximum of 240 hours, paid at employee's base pay rate at time of termination.

Leave time paid upon termination of employment, including retirement, must be taken in a

lump sum payment.

Annual leave may be used as sick leave at the employee's discretion.

Paid time off for vacation will not be counted as worked for the purpose of determining overtime.

ADOPTED and APPROVED this the _____ day of _____, 2023.

St. Clair County, Alabama

By: _____
Stan Batemon,
Chairman

ATTEST:

Tina Morgan,
Administrator