

A. Eligibility

1. All employees except Elected Officials, intermittent employees, temporary employees, and employees in the Adult Work Experience Program are eligible to accrue annual leave from date of appointment.
2. New hire employees hired under the Pima County Trainee Program are eligible to accrue annual leave from date of appointment.
3. Temporary employees extended beyond the first six (6) months of employment shall accrue and may use annual leave beginning with the period of extended employment. A temporary employee appointed to a regular appointment without a break in service shall be credited with annual leave from original date of hire.
4. Annual leave shall accrue during any approved leave of absence with pay.
5. Annual leave shall not accrue during any leave of absence without pay or suspension without pay.
6. For the purpose of annual leave rate of accrual, no credit shall be allowed or given to establish years of service using prior employment with Pima County where there was a break in service, except for reinstatement or reemployment, as defined in these Merit System Rules and Personnel Policies.

B. Rate of Accrual

An eligible employee shall accrue annual leave as follows:

1. A full-time employee with fewer than three (3) years of service (established by anniversary date) shall accrue twelve (12) days of annual leave per year at the rate of three and seven-tenths (3.7) hours per pay period.
2. A full-time employee with three (3) to seven (7) years of service (established by anniversary date) shall accrue fifteen (15) days of annual leave per year at the rate of four and sixty-five hundredths (4.65) hours per pay period.
3. A full-time employee with seven (7) to fifteen (15) years of service (established by anniversary date) shall accrue eighteen (18) days of annual leave per year at the rate of five and fifty-five hundredths (5.55) hours per pay period.
4. A full-time employee with more than fifteen (15) years of service (established by anniversary date) shall accrue twenty-one (21) days of annual leave per year at the rate of six and forty-seven hundredths (6.47) hours per pay period.

- B. 5. A part-time or variable-time employee shall accrue annual leave at a pro-rated amount of the full-time employee accrual rate (as set forth in paragraphs B.1-4 above) based on actual hours worked (excluding any overtime hours) plus any accrued paid leave used during the current pay period. Any pay received based upon donated hours will not be pro-rated or calculated for accrual purposes. An eligible part-time or variable-time employee shall not accrue pro-rated annual leave for hours worked less than forty (40) in a pay period. For accrual purposes, hours paid are exclusive of premium hours worked.

C. Annual Accumulation

1. An eligible employee may carry over, from one (1) consecutive twelve (12) month period (established by anniversary date) to the next, a maximum of two hundred forty (240) hours (30 work days) of annual leave. Credit in excess of two hundred forty (240) hours becomes void at the end of the payroll period in which the employee's anniversary date falls. At the discretion of the Appointing Authority and with the specific approval of the County Administrator, an employee may retain annual leave in excess of two hundred forty (240) hours.
2. The sick leave hours converted to annual leave for retirement payout purposes shall not be included in the calculation of the two hundred forty (240) hours payoff limit specified in Personnel Policy 8-123.

D. Use of Annual Leave

1. An eligible employee may use annual leave after completion of six months of continuous service. Accrued annual leave may be used prior to completion of six months of continuous service for a job-related illness or job-related injury. New hire trainees who have completed six (6) months of the Pima County Trainee Program may use annual leave in the same manner as permanent employees.
2. Annual leave shall not be charged against an employee's accrued balance for an authorized holiday which occurs while an employee is using annual leave.
3. All employees are encouraged to take a two-week vacation per year for the purpose of rest and recuperation.
4. An Appointing Authority may require that an employee postpone or change scheduled annual leave for good cause.

- D. 5. At the discretion of the Appointing Authority, an employee classified as Executive (E), Administrative (A), or Professional (P) may be required to use accrued annual leave for absences of less than a full work day when the Appointing Authority determines that voluntary partial day absences taken by the employee are excessive or have a negative impact on the operation of the department. Employees eligible for overtime are required to use annual leave for absences of less than a full work day.
6. Both exempt and non-exempt employees will be charged accrued annual or sick leave, to the extent accruals exist, for time taken as FMLA leave. Such annual or sick leave, to the extent accruals exist, is paid leave.

E. Leave Requests

Unless waived by the Appointing Authority, an employee shall submit a written request for approval of annual leave at least two (2) weeks in advance of the intended absence and indicate the dates and duration of the requested annual leave. The Appointing Authority or designee shall respond to such request within one (1) week of receipt.

F. Disposition of Accrued Leave

An employee who transfers from one County department to another shall retain any accumulated annual leave. An employee who changes from one employment type to another shall retain any accumulated annual leave and shall be eligible to use and/or accrue annual leave in accordance with his/her current employment type.

G. Voluntary Transfer of Accrued Annual Leave Hours to Another County Employee as Sick Leave Credit

A permanent County employee may request no less than four (4) nor more than forty (40) hours per pay period of his/her accrued annual leave as described below be transferred to another County employee as sick leave credit provided:

1. The recipient of the donated (transferred) hours is currently on an approved medical leave of absence without pay, including FMLA leave for his/her own serious health condition, or off work due to a workers' compensation injury, and possesses a doctor's certification specifying that the recipient is not yet able to return to work.
2. The recipient has exhausted all paid sick and annual leave and compensatory time from his/her own accounts.
3. The recipient is under no obligation to repay the donated hours or monies.

- G. 4. The donor initiates the request voluntarily, in writing, and submits the request to his/her department payroll representative for verification. The department payroll representative then forwards the written request to Central Payroll with the time summary. If the recipient is in a different department, a copy of the request should also be sent to the recipient's department payroll representative.
5. The recipient shall begin to receive the donated leave time the next work day which follows the exhaustion of his/her own leave time as indicated in Paragraph 2. above.
6. Leave hours donated to another employee shall be paid at the current rate of the recipient and all his/her deductions shall apply. Recipients, except for those currently receiving workers' compensation benefits, shall not accrue annual and sick leave benefits during the period of time they are using voluntarily transferred leave time.
7. If more time was donated than the recipient required, only the needed amount shall be deducted from the donating employee.

H. Transfer of Accrued Annual Leave Hours to Sick Leave

In order to prevent the loss of annual leave (established by anniversary date) and supplement the accrual of sick leave, a permanent employee may transfer any amount of accrued annual leave hours in excess of two hundred forty (240) to sick leave. Transfer of excess annual leave hours to sick leave is done only at the written request of the employee. Requests must be made to the Appointing Authority within thirty (30) calendar days prior to the end of the year (established by anniversary date). Transfer credit becomes effective at the end of the payroll period in which the request is processed.