



# Jefferson County Emergency Services Agency

## Administrative Policy

AP 1160

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### Personal Leave

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

#### Accrual of Personal Leave

Full-time employees shall accrue Personal Leave monthly, on the first day of the month, beginning July 1, 2016. The number of personal leave hours accrued will be based on the employee's length of service with JCESA based on his/her most recent full-time hire date, as follows:

Months of Service	Hours Accrued Monthly	Hours Accrued Annually
0-35 (0-3 yrs)	6.67	80
36-119 (3-10 yrs)	10.0	120
120+ (10 yrs +)	13.34	160

Employees will not accrue Personal Leave while on workers' compensation, short term disability, leave of absence, leave without pay for longer than 28 consecutive days, or administrative leave longer than 28 consecutive days.

Personal Leave is not available to part-time employees.

During the introductory period, the accrual of Personal Leave will be reflected in the employee's PTO balances in EMSeSchedule. However, this leave is not available until the employee completes the introductory period. If the employee separates from employment with JCESA for any reason prior to the completion of the introductory period, any leave balance is forfeited.

#### Personal Leave Balances

The maximum total of all types of leave, excluding Medical Leave, that an employee may carry at any time is 208 hours. If at any time an employee's total leave balance for all types of leave, excluding Medical Leave, exceeds 208 hours the amount in excess of 208 hours will be transferred to the employee's Medical Leave balance.

Additional pay in lieu of taking personal leave is not permitted. However, in order to protect the financial stability of the agency, the Director may elect to make a one-time payment to employees for leave (except Medical Leave) in excess of 208 hours as of July 1, 2016.

Illness during scheduled personal leave may not be converted to medical leave without signed documentation from a physician stating the employee's injury or illness would have prevented him/her from performing their normal assigned duties.



Unused Personal Leave will be paid to the employee upon separation from employment. See AP 1230 for details.

### **Use of Personal Leave**

Personal Leave shall be classified into one of the following categories, based on how and when it is requested:

**Vacation:** Leave for this category must be requested via EMSeSchedule by November 15<sup>th</sup> of the preceding year for the period of January 1<sup>st</sup> through December 31<sup>st</sup>. All vacation Personal Leave requests will be reviewed by the scheduler and approved/rejected by November 30<sup>th</sup>. Vacation Personal Leave requests will be granted based solely on seniority. Employees whose vacation Personal Leave requests are rejected will have the opportunity to request a second round pick once all first round picks have been processed. All vacation Personal Leave must be assigned by December 15 of the preceding year. No additional requests for vacation Personal Leave will be accepted after December 15<sup>th</sup> of the preceding year. There is one (1) vacation leave slot available for any day and time.

**Casual:** Leave for this category must be requested via EMSeSchedule after the vacation leave request process has closed but not less than 7 days in advance of the date requested. Casual Personal Leave requests will be approved on a first-come first-served basis. There is one (1) casual leave slot available for any day and time.

**Emergency:** Emergency Personal Leave is time off requested by phone to the on duty supervisor a minimum of 30 minutes prior to the beginning of an assigned shift to accommodate an employee experiencing an unforeseen and urgent situation (i.e. automobile break down, home emergency, etc.) In addition to making direct contact with the officer on duty, it is also the employee's responsibility to submit a PTO request through EMSeSchedule prior to the end of the pay period for the hours of leave for which they wish to use Personal Leave.

Every attempt will be made to accommodate leave requests made in accordance with the preceding terms and processes. However, situations may arise where the Director is compelled to modify or refuse leave based on operational needs to maintain adequate staffing levels.