



# Annual Leave

# Historical Policy

## < 10 YOS:

- \*Convert 5 days

- \*Must take 5 consecutive days off within calendar year

- \*1x/year

## > 10 YOS:

- \*Convert 15 days in 5 day increments

- \*Must take 5 consecutive days off within calendar year

- \*Up to 3x/year

- \* May convert any balance in increments of 8 hours.

- \*Must have a balance of 5 days.

8/3/10



8/7/12



- \*Convert up to 3 weeks in 5 day increments

- \*Must take 5 consecutive days off within calendar year

- \*Up to 3 x/year

7/1/15

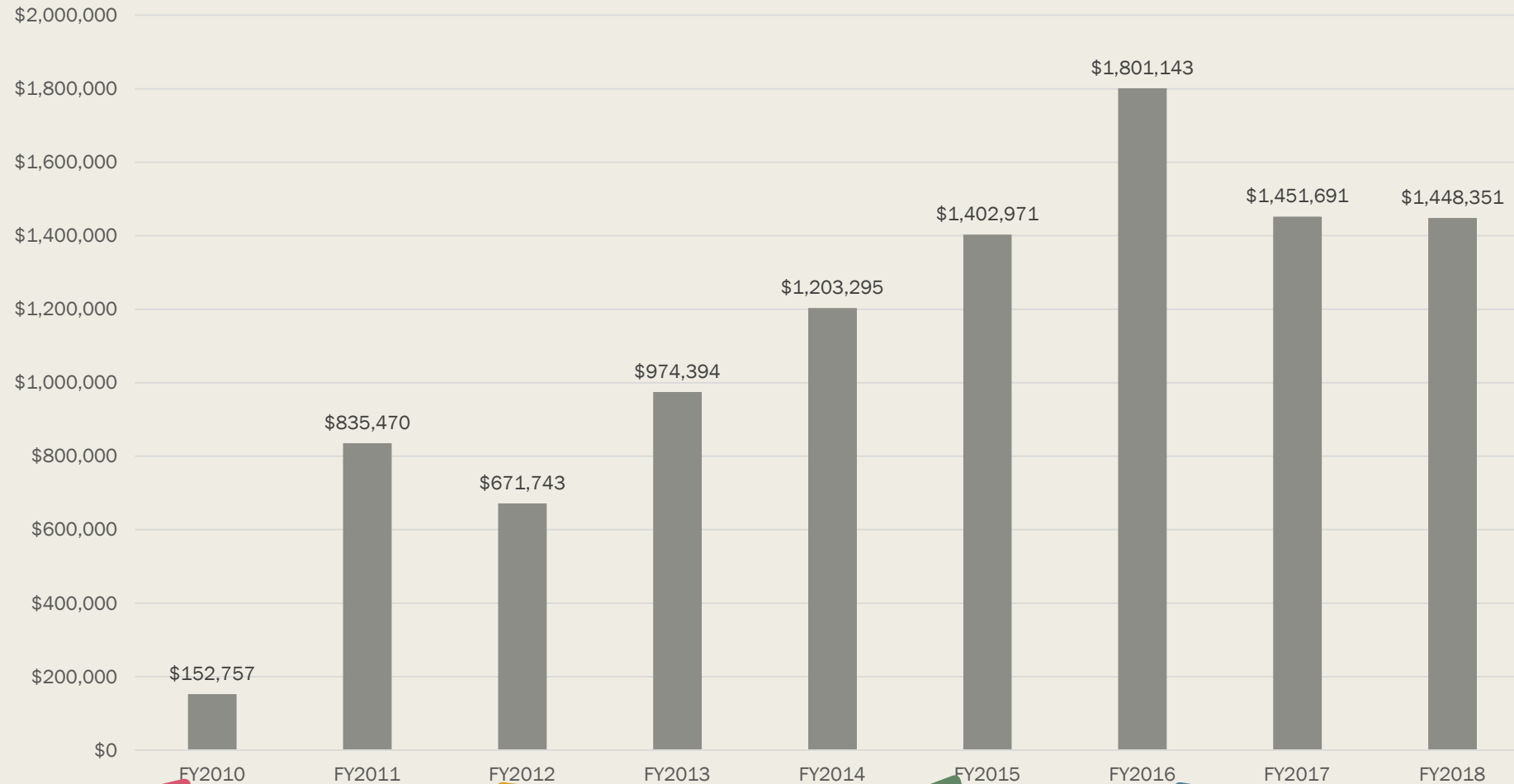


7/1/16



- \*Convert minimum of 8 hours

# Historical Sales



Policy Changed  
8/3/10. 1 week –  
3 weeks based on  
YOS.

Policy Changed  
8/7/12. Up to  
3 weeks can  
be sold.

Policy Changed  
7/1/15.  
Unlimited with  
5 days in bank.

Policy Changed  
7/1/16.  
Unlimited.

5 Year Average

Cost: **\$1.46M**

Hours: **52,704**

\*Note: leave sales are  
unbudgeted

# Annual Leave Options

	5 Year Average	No Sale Allowed	Sell up to 40 Maintain 40 in bank	Sell up to 80 Maintain 40 in bank
Hours	52,704	0	41,384	71,808
Dollars (Cost to County)	\$1,461,490	\$0	\$1,091,700	\$1,910,077
Estimated Savings Based on 5 Year Average		\$1,461,490	\$370K	\$0

- Hours roll over to sick bank when stated max is reached
- Defers liability paid out at separation
- Assumes all eligible employees sell all allotted annual leave up to max
- Estimates based on data as of 10/1/18