

Policy number:	III-3	Subject: ANNUAL LEAVE
		Revision: two
Approved:	Agency Board:	January 18, 2005
	Policy Council:	February 16, 2005

Objectives:

To provide full-time employees with regular periods for rest and relaxation away from the work environment and to recognize length of service. Employees may be funded by a program which will require a more restricted leave policy due to funding limitations, and will be advised prior to July 1 of each year regarding such to limitations.

Policy:

The service year is the (12) twelve-month period of employment immediately following the date on which an individual is employed and each (12) twelve-month period thereafter. Computation of vacation shall be based on the employee's anniversary date with the Sequatchie Valley Planning and Development Agency Head Start Program, and the day is earned after the 15th of each month.

The vacation year is the annual period between January and December. It begins with the first working day in a calendar year and ends with the last working day in that calendar year. Although vacation is computed using the service year, leave records will be accounted for and controlled on a calendar year basis. An employee must be actively employed in order to earn vacation leave. ("Actively employed" does not include any period of unpaid absence.) Vacation leave may not be taken until earned and, except in emergencies, probationary employees may not use any of their vacation leave during their probationary period.

Each employee with less than (5) five years of continuous service shall accrue (1) one day vacation during each month of active employment. A maximum of (30) thirty days of vacation may be carried over from one calendar year to the next. The day is earned only if actively employed for over one-half ($\frac{1}{2}$) of the service month (leave time is not earned during a lengthy leave period).

Employees scheduled to work full-time year-round (12 months per year) with five (5) years or more of continuous service may accrue (1 $\frac{1}{2}$) one and one-half day per month of vacation.

Employees with (10) ten years or more of continuous service who are scheduled to work full-time year round, may earn (1 $\frac{3}{4}$) one and three-fourths days per month.

Vacation schedules must be approved in advance by the immediate supervisor and should normally be for no more than (2) consecutive weeks. Annual leave, if available, will be used automatically to provide for periods of closing, such as Winter Holiday vacation. The immediate supervisor can designate annual leave days to be taken due to the low attendance in a center or the unscheduled closing of a facility.

On termination of employment for any reason, an employee will be paid for unused accumulated annual leave; not to exceed the maximum carry-over amounts specified by the Tennessee Department of Finance and Administration guide on contract compliance, if applicable to the grant. In the event that a federal grant is terminated, funds may not be available to pay for leave balances so employees are encouraged to avoid large annual leave balances. Employees may make a written request, subject to management approval, to transfer up to 50% of their annual leave balance to sick leave. This transferred annual leave may be added to the sick leave balance, even when the sick leave maximum balance has been met. The transferred annual leave increases the maximum sick leave available.

Procedure:

A completed Leave Request Form should normally be submitted to the immediate supervisor at least (2) weeks before the planned use of annual leave unless the annual leave is designated. The T&A form should be used to document the amount of annual leave, and all other leave, taken. Requests for rescheduling of normal work hours to allow for appointments, etc must be approved. At the end of each calendar year, this form should be filed in the official personnel file or computer file and should indicate the number of vacation days carried over to the next calendar year.