

ARTICLE 16

ANNUAL LEAVE (VACATION)

- A. Full time employees, except for participants in the Deferred Retirement Option Program, shall be entitled to earn Annual Leave (Vacation) time according to the following schedule:

<u>YEARS OF CONSECUTIVE SERVICE COMPLETED:</u>	<u>DAYS EARNED PER BI-WEEKLY PERIOD:</u>	<u>UP TO AN ANNUAL MAXIMUM OF:</u>
less than 5	.38	10 days
5	.57	15 days
10	.65	17 days
13	.77	20 days
20	.80	21 days
21	.84	22 days
22	.88	23 days
23	.92	24 days
24	.96	25 days

- B. Annual Leave days may be accumulated to a maximum of thirty (30) work days.
- C. Annual Leave days cannot be used by an employee until he/she has been on the payroll for thirteen (13) completed continuous pay periods.
- D. Upon termination of employment, an employee who has worked at least thirteen (13) continuous bi-weekly pay periods shall be compensated for his/her accrued Annual Leave at the rate of pay said employee received at the time of termination.

- E. County of Macomb employees who have been in the Armed Services of the United States under military leave from Macomb County, shall, upon reinstatement if within ninety (90) days following separation from military service, be given an Annual Leave bank at the rate of one day for each month or part thereof spent in the Armed Service. Such Leave shall not exceed two (2) weeks in any single year or an accumulated total of twenty-four days.
- F. Annual Leave schedules for employees of all departments shall be developed by the Department Heads and must have their approval.
- G. Annual Leaves will be granted at such times during the year as are suitable, considering both the wishes of employees and efficient operation of the department concerned.

In addition, Departmental Seniority will be used for the purpose of determining the approval or denial of Annual Leave requests.

Split Annual Leaves may be granted only when written notification has been given to the Department Head and with his/her approval.

- H. Annual Leave time in excess of two (2) days must be requested at least three (3) weeks in advance, unless otherwise approved by the Department Head or Designee. Subject to any annual leave scheduling policy or practice developed by an employee's Department, requests submitted pursuant to this provision will be approved or disapproved by the Department Head or Designee within a reasonable time.
- I. When a holiday falls and is observed within an employee's scheduled Annual Leave period, the Annual Leave may be extended one or more days, or portion of a day, as applicable, continuous with the Annual Leave. Holidays referred to are as specified in the Holiday Benefit provision of the Agreement between the Parties.

Paragraph I. shall not apply to employees covered by so-called seven (7) day, twenty-four (24) hour operations. Compensatory time off in lieu of Holiday Benefits, may be granted, as outlined in the Agreement between the Parties.

- J. ANNUAL LEAVE FOR DROP PARTICIPANTS: Employees who are participants in the Deferred Retirement Option Program (DROP) shall not be subject to sections A., B. and D., of Article 16, above, and shall receive annual leave in the following manner:
 1. DROP participants shall receive, on January 1st of each year of DROP participation, a number of hours of annual leave equal to the number of hours of annual leave accumulated in the calendar year immediately preceding the commencement of DROP participation.
 2. Employees whose DROP participation begins at a time of year other than January 1st, shall receive a pro-rata share of annual leave for the balance of the calendar year computed in the same manner as paragraph J.1., above.
 3. Annual Leave not utilized by an employee by December 31st of a calendar year shall be forfeited.
 4. There shall be no compensation for annual leave time remaining in an employee's annual leave bank upon separation from employment.
 5. DROP participants who utilize annual leave in an amount in excess of a proportionate share prior to voluntarily or involuntarily discontinuing employment shall be obligated to compensate the Employer for all annual leave time used in excess of such proportionate share. This provision shall not apply to an employee whose involuntary discontinuance of employment is caused by duty related death or disability.