

Annual Leave

For those employees who are eligible, annual leave accrual begins on the first day of employment. Employees are entitled to request annual leave with pay as it is accumulated. All requests for leave must be approved by your supervisor prior to taking leave to allow a minimum disruption from work.

The maximum allowable leave carryover for regular part-time employees for each calendar year will be hours equal to the most recent calendar year's credit.

The annual leave balance of all employees will be reviewed as of December 31 of each year. For full-time employees, up to 336 hours of annual leave time may be carried forward. Hours accumulated in excess of 336 hours on December 31 will be purged. Employees in the fire and emergency medical services who accrue leave under a compensating schedule will be allowed to carry forward a maximum annual leave balance of 470 hours.

If an employee is not granted leave due to operational requirements as determined by the department head, or an injury compensable under the Virginia Worker's Compensation Act, and as a result stands to lose annual leave as of December 31 in any given year, the employee must request an extension for using excess annual leave. Requests for extension must be made to the employee's department head prior to December 31. Any approved extension must require the employee to use the excess annual leave by April 30 of the following calendar year. Any excess carried over and not used by April 30 will be purged from the employee's leave balance.

Employees shall be paid for accrued annual leave, up to a maximum of 336 hours (470 hours for certain employees of the Fire and emergency medical services), at time of retirement, resignation, termination or death.