

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.04

PAGE 1 of 3

DATE 07/25/2018

SUBJECT: LEAVE POLICY FOR CERTAIN APPOINTED EMPLOYEES

APPROVED:



OBJECTIVE: To outline the sick, administrative and vacation leave policy and benefits afforded full-time, non-union, unclassified employees who serve at the pleasure of the County Executive, a Row Officer, a Department or Office General Manager, the Chief of Police or the County Attorney. This policy does not apply to appointed employees of the legislative branch of County government, who are governed by the New Castle County Council Employee Handbook.

STATEMENT: The *New Castle County Code* provides specific benefits for non-union, classified employees. The Code does not address benefits for non-union, unclassified employees appointed by the County Executive, Row Officers, the Department or Office General Managers, the Chief of Police or the County Attorney, except in certain instances; therefore, this policy will establish rules by which sick, administrative leave and/or vacation benefits may be earned and/or vested. All full-time, non-union, unclassified employees covered by this policy who have returned to the service of the County after a break in County service are treated as new hires subject to this policy.

Coverage: Full-time, non-union, unclassified employees who hold a classification listed on the formal Pay Plan and Rates of Pay for Non-Union, Unclassified Service Employees (exclusive of the County Executive and the Chief Administrative Officer), serving at the pleasure of the County Executive, a Row Officer, the Chief of Police, a Department or Office General Manager or the County Attorney.

Sick Leave: An employee covered by this policy shall earn sick leave and be paid sick leave upon termination in accordance with *New Castle County Code* Section 26.03.1405.

Procedure for appointees of the County Executive (Executive Office Staff, Department or Office General Managers, Chief of Police and County Attorney):

Administrative Leave or Vacation: An appointed employee covered by this procedure shall be credited with administrative leave or vacation in accordance with the following:

- a. Upon hire, these appointees may be immediately eligible for administrative leave with pay during the year in which they are hired. Such leave shall be on a prorated basis of one and one-half (1-1/2) days per full calendar month during the first year of hire, to be worked in the current calendar year up to a maximum of fifteen (15) days. The Executive may grant to these appointees, at his discretion, additional administrative leave during the first year. These administrative leave days must be taken within the first year of hire and may not be paid or carried over.
- b. On January 1, following the date of hire (year 2), and in year 3, these appointees may be granted up to fifteen (15) days of administrative leave with pay. These administrative leave days must be taken by the end of the second and third years.
- c. Administrative leave with pay is not guaranteed. The Chief Administrative Officer or Department or Office General Manager or Chief of Police must approve the request and any administrative leave used must be recorded by the Executive Office, Department or Office General Manager or Chief of Police.

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.04

PAGE 2 of 3

DATE 07/25/2018

SUBJECT: LEAVE POLICY FOR CERTAIN APPOINTED EMPLOYEES

APPROVED:



- d. The Chief Administrative Officer shall be responsible for ensuring compliance with this policy for all appointees covered by this policy. Under no circumstances may administrative leave be carried over into the following calendar year. Employees will not be paid for any administrative leave upon termination.
- e. Employees will be credited with vacation on January 1 based on service accumulated as of December 31st of the year prior to earning vacation according to the following schedule:

<u>Completed Years of Service</u>	<u>Days of Vacation</u>
3 through 9	15
10 through 14	20
15	25
15+	*25+

- f. An additional day of vacation for each successive year of accumulated service is awarded in the following year to employees who have completed more than 15 years of accumulated service with the County. The vacation year shall begin January 1 and end on December 31. Vacations must be applied for and taken during this period. However, by approval of the County Executive, a maximum of 50 days of vacation may be accumulated and carried over, provided at least two weeks of vacation are taken in each year.
- g. Upon separation from service, these employees shall be paid only for their unused vacation balance plus vacation earned for each completed month of service in the year of termination.

Procedure for appointees of the Row Officers and County Attorney

These appointees will be granted 15 days of paid administrative leave during the first year of hire, which administrative leave may not be carried over or paid upon departure. Additionally, vacation will be credited based on service accumulated as of December 31st of the year pursuant to the following schedule, except as otherwise provided in Section 26.03.1404.

<u>Completed Years of Service</u>	<u>Days of Vacation</u>
1 through 9	15
10 through 14	20
15	25
15+	25+*

An additional day of vacation for each successive year of accumulated service is awarded in the following year to employees who have completed more than 15 years of accumulated service with the County.

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 3.04

PAGE 3 of 3

DATE 07/25/2018

SUBJECT: LEAVE POLICY FOR CERTAIN APPOINTED EMPLOYEES

APPROVED:



NOTE: Upon departure from service, the Chief Administrative Officer shall be entitled to the severance benefits for both sick and vacation as determined by the County Executive in accordance with *New Castle County Code* 2.03.011.

EFFECTIVE DATE: This revised policy will apply to covered employees who are appointed after the revision date set forth below.

REQUIRED ACTION: The County Executive, Chief Human Resources Officer, Row Officers, Department and Office General Managers, and County Attorney are responsible for the implementation of and compliance with the above-stated policy.

Revised: 07/14/87

Revised: 04/12/93

Revised: 07/18/95

Revised: 12/06/96

Revised: 10/28/97

Revised: 12/01/97

Revised: 10/01/02

Revised: 08/18/05

Revised: 12/07/17

Revised: 07/25/18