

Tab G, No. 4a

4.0 LEAVE POLICIES (From Gulf Council Administrative Handbook)

4.1 Annual Leave

Full-time staff members earn annual leave of 13 to 26 days per year, prorated per biweekly pay periods, based upon the collective number of years of creditable service with the Council. Annual leave is accrued incrementally based on a corresponding number of hours per pay period and is granted as follows:

| <u>Years of Service</u> | <u>Working Days of Leave per Year (Hours per Pay-Period)</u> | |
|-------------------------|--|-----------|
| Under 3 | 13 days | (4 hours) |
| 3 to 15 | 20 days | (6 hours) |
| 15 and over | 26 days | (8 hours) |

Years of service refers to years of Council service, except that up to four years of U.S. military, state, or federal government service may be applied to years of service in computing total years of creditable service for leave determination. Prior service verification is required. Annual leave accrues and is available immediately upon hiring ~~and is cumulative throughout an employee's tenure with the Council.~~

Beginning December 31, 2017, accrued annual leave in excess of 240 (or 480) hours at the end of each calendar year will be converted to sick leave.

In addition to future annual accruals of 240 (or 480) hours, as of January 1, 2017 employees will have their current accrued annual leave grandfathered at the existing level, but will be reduced as it is used.

Earned annual leave may be taken with approval of your supervisor. Any annual leave in excess of three consecutive business days must be scheduled and documented on an Application for Leave form that is signed by the employee's immediate supervisor and the Executive Director.

Upon separation of employment, an employee will be compensated for unused annual leave at the hourly wage rate in effect at the time of termination. Upon termination unused annual leave will either be paid in a lump sum or as bi-weekly payments. The bi-weekly payment may continue until the leave is exhausted or discontinued earlier if needed for budgeting purposes. Determination of leave payout is at the discretion of the Executive Director.