

military leave must be accompanied by an official copy of military orders. Military leave will not be deducted from any other leave earned by the employee.

#### F. Funeral Leave

1. Permission for paid leave for funeral or conditions caused by death in the immediate family for a maximum period of three (3) work days may be granted by the appointing authority. Funeral leave shall not be deducted from any other leave earned by the employee.

#### G. Annual Leave (Vacation)

1. All regular full-time employees of the County shall be entitled to paid annual leave.

a. All regular part-time employees of the County who work no less than 50% of the normal work week, shall receive one half ( $\frac{1}{2}$ ) annual leave benefits in accordance with Regulations for full-time employees.

2. Upon completion of six months continuous employment, all full-time employees shall be entitled to annual leave accrued from the date of first employment at the rate of one (1) working day per month.

3. Upon completion of five (5) years continuous employment, full-time employees shall be entitled to annual leave accrued at the rate of one and one quarter ( $1\frac{1}{4}$ ) working days per month.

4. Upon completion of ten years continuous employment, all full-time employees shall be entitled to annual leave accrued at the rate of one and one-half ( $1\frac{1}{2}$ ) working days per month.

5. Annual leave may accumulate to a maximum accrual of thirty (30) working days. Any excess shall be considered lost to the employee. Every employee must use a minimum of five days annual leave per year.

6. Requests for scheduling annual leave will be determined by seniority. Employees in the service of the County on the date of the enactment of these Regulations shall be credited with their accumulated annual leave to a maximum of thirty (30) working days.

7. Annual leave may be granted by supervisory authorities, as conditions permit, on written requests from employees for a period of more than one (1) day for any period of unused annual leave.

8. Upon termination of employment, employees with six or more months of continuous service shall be paid for any accumulated annual leave credit. Such payment shall never exceed the equivalent of thirty (30) working days salary, unless the employee fails to comply with Section 11B.

#### H. Sick Leave

1. All regular full-time employees shall be entitled to paid sick leave at their regular rate of pay less any workmen's compensation wage payments. Regular full-time employees are those employees who are employed on a full-time basis.

2. Upon completion of six months continuous employment, all full-time employees shall be entitled to sick leave accrued from the date of first employment at the rate of one working day per month with unlimited accrual. Sick leave may not be granted for less than one-half ( $\frac{1}{2}$ ) day.