ORGANIZATIONAL POLICY		GENERAL ADMINISTRATION APPLICATION: Non-Union Employees			
TITLE: **Annual Leave**	RESOLUTION NUMBER RC25-035	SUPERCEDE RC16-047	EFFECTIVE DATE 02/18/2025	SUPERCEDE 01/19/2016	POLICY NUMBER HR-04

INTENT

It is the intent of the Washtenaw County Board of Road Commissioners to provide its employees with paid annual leave which can be used for personal, family, and health-related needs, as well as for vacations, emergencies, or other time off requirements.

ANNUAL LEAVE ACCRUAL

A. New hires will receive annual leave as follows during their first two years of employment:

Employment Milestones	Hours
Start of employment	40
At 3 months	32
At 6 months	40
At 12 months	72
At 18 months	72
At 24 months	72

B. Regular full-time employees of the Washtenaw County Road Commission (WCRC) will be awarded annual leave upon the anniversary date of their employment with WCRC, based on the following schedule, according to their years of service:

Years of Service	Hours
3 - 4	144
5 - 12	184
13 - 19	224
20 and up	240

USE OF ANNUAL LEAVE

A. Except in the case of an emergency, all annual leave must be approved by the employee's immediate supervisor.

B. Annual leave must be taken in no less than half-hour increments.

C. Conflicts regarding concurrent leave time between employees whose roles are interdependent or whose positions are critical to specific WCRC commitments will be resolved by the employee's immediate supervisor and/or department head. Factors such as the timing of the request and the employees' seniority with the WCRC will be considered.

CARRYOVER AND CONVERSION OF ANNUAL LEAVE

A. Employees may carry over a maximum of 240 hours, into the new year based on their anniversary date.

B. Any annual leave in excess of this limit will be forfeited if not used by the employee's anniversary date unless the excess leave is converted as described below.

C. Any annual leave exceeding the maximum carryover of 240 hours, up to a total of 80 hours additional hours, may be converted into a lump sum (tax-deferred) payment to an approved Deferred Compensation Plan (e.g. a 457 account), subject to the plan's annual contribution limits and guidelines. This conversion will take effect in the pay period following the employee's anniversary.

D. Employees must notify Finance of their intent to convert annual leave before their anniversary date. Any excess leave will be forfeited if no action is taken before the anniversary.

E. No other payments will be made in lieu of annual leave with the exception of employee separation.

ACCRUAL OF ANNUAL LEAVE WHILE ON APPROVED LEAVE

A. Employees on authorized paid leave, up to a maximum of six (6) months, will accrue annual leave.

B. Employees on workers' compensation leave, up to a maximum of twelve (12) months, will accrue annual leave.

C. Employees will not accrue annual leave while on unpaid leave.

EMPLOYEE SEPARATION

A. In the event an employee retires, resigns, passes away, or is discharged, the employee or the designated beneficiary will receive payment for any accrued and unused annual leave rounded to the nearest hour. The payment is based on the employees' rate of pay at the time of separation.

B. The payout of accrued and unused annual leave will be included in the employee's final average compensation.

MICHIGAN EARNED SICK TIME (ESTA)

A. The provisions of this policy aim to align with the ESTA Act requirements and reflect our commitment to supporting employee health and safety.