

COUNTY ORDINANCE NO. 08-26

A BILL ENTITLED

AN ACT CONCERNING Accumulation of Vacation Leave in Queen Anne's County;

FOR THE PURPOSE of allowing the accumulation and carry-over of up to 520 hours of vacation leave by Queen Anne's County employees;

BY AMENDING Section 27-91.A. of the Code of Public Local Laws of Queen Anne's County.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Section 27-91.A. of the Code of Public Local Laws be amended to read as follows:

§27-91. Forms of leave.

A. Vacation leave. In recognition of the fact that periods of time away from the workplace enhance long-term job performance, the County shall provide a paid vacation leave benefit to employees. Vacation leave may also be used for certain qualifying events or absences, but is primarily intended to provide employees with paid, nonduty time within which to pursue employee-selected recreational activities.

(1) Full-time employees serving a probationary period following initial appointment shall not be permitted to take vacation leave during the first six months of the probationary period unless the denial of such leave will create an undue hardship.

(2) Each full-time employee shall earn vacation leave on a monthly basis in accordance with the following schedule of total service:

(a) Fewer than five years: 96 hours per year.

While employees shall accrue leave in accordance with this schedule from date of hire, they shall not be entitled to take any vacation leave during the first six months of employment.

(b) Five years but fewer than 10 years: 120 hours per year.

(c) Ten years but fewer than 20 years; 160 hours

per year.

(d) Twenty or more years: 200 hours per year.

(3) No more than 400 520 hours of vacation leave may be carried forward from calendar year to calendar year by any member of the classified or professional and executive services. At the end of each calendar year, employees shall forfeit all vacation leave in excess of 400 520 hours of such leave.

(4) Vacation leave shall only be taken with the prior, written approval of the employee's appointing authority.

(5) An employee who is separated shall be paid for vacation leave accumulated to the date of separation, not to exceed a maximum of 400 520 hours. Any advanced vacation leave owed the County shall be deducted from the employee's final compensation.

(6) The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account, not to exceed a maximum of 400 520 hours.

(7) No employee shall take more than two consecutive weeks of his or her vacation at any one time except by approval of his or her appointing authority.

SECTION II

BE IT FURTHER ENACTED that this Act shall take effect on the forty-sixth (46th) day following its enactment.

INTRODUCED BY: Commissioner Wargotz

CO-SPONSORED BY: Commissioner Fordonski

DATE: October 28, 2008

PUBLIC HEARING HELD: November 11, 2008 @ 10:20 a.m.

VOTE: 5 Yea 0 Nay

DATE OF ADOPTION: November 11, 2008

EFFECTIVE DATE: December 27, 2009

FISCAL IMPACT NOTE

Legislation No: 0-08-26 **Hearing Date:** 11-11-08
Date Introduced: 10-28-08 **Note Date:** 11-11-08

Legislation Title: Accumulation of Vacation Leave in Queen Anne's County

Analysis of Fiscal Impact:

This ordinance will bring County policy more in line with State policy. Near term, fewer over time hours would be required to cover those employees who are taking (use it or lose it) vacation time, thereby creating a net reduction in costs.