

Personnel Department  
San Luis Obispo County  
County Government Center, Room 384  
San Luis Obispo, CA 93408  
Phone: (805) 781-5959

## ANNUAL LEAVE PROGRAM

### Request for Participation (Submit in triplicate)

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Classification \_\_\_\_\_ Department \_\_\_\_\_

I wish to participate in the County's Annual Leave Program. I understand that in exchange for waiving established County holidays an additional day of paid time off will be added to my leave balance as the holidays identified in County Code §2.44.070 occur. I fully understand that once I commence participation in the Annual Leave Program that I must continue until August, subject to special circumstances, and that I waive all rights to terminate my participation until that time.

Employees, with the approval of their department head, are given the option to either take advantage of County Code §2.44.080, Holidays and Time Off, or request to participate in the Annual Leave Program. The Annual Leave Program allows employees to accrue holidays and utilize them as paid time off. Employees should understand that as a result of them opting for the annual leave concept, holidays will be considered as a regular workday, but that an additional day of paid time off will be added to their leave balance as the holidays identified in County Code §2.44.070, Holidays and Time Off, occur.

The total number of annual leave days which may be accrued at any time during a calendar year shall not be limited; provided, however, the total number of annual leave days which the employee shall be entitled to carry over from one calendar year to the next, if he/she so desires, shall be **limited to twelve days** of annual leave in addition to maximum allowable vacation days in any year. This limitation shall be imposed on the last day of the first pay period ending in the following calendar year. Nothing in this chapter shall be deemed to allow any employee to be paid for accrued annual leave which is in excess of the annual leave day carry-over limitation. Employees may enter the program at any time, but may voluntarily **withdraw** only during the month of August. Department head retains the right to remove an employee from the Annual Leave Program at any time.

Any permanent employee who terminates, or is discharged from County service for cause, shall receive payment for the unused portion of the annual leave privilege accumulated up to and including the date of discharge at his/her rate of pay on the date of discharge; provided, however, that no payment shall be made for any annual leave privilege accumulated in excess of the limitation. **Accrued annual leave will be utilized prior to vacation balance utilization.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

Distribution:  
Department  
Personnel  
Auditor