



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 311.1

Subject: Leave

Topic: Annual Leave

Accreditation:

Revised:

Reaffirmed:

Enacted: 07/30/2015

Last Review: 01/29/2019

Review: 11/01/2020

I. PURPOSE

The purpose of this General Order is to ensure equitable treatment of employees and to provide uniformity in matters of attendance and leave, insofar as it is practical and consistent with the efficiency of the Sheriff's Office.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to ensure that all employees are afforded the opportunity to utilize their annual leave time as it is earned and, whenever possible, when the employee so desires.

III. PROCEDURE

A. Required Use of Leave per Year:

1. Annual leave equivalent to five (5) days accrual (based on the employee's Value of a Day) will be advanced to all new hires in regular full-time positions on the date of hire. If an employee leaves employment with the Sheriff during his/her first year, the leave will be reconciled as outlined in the Loudoun County Human Resources Handbook. If such employee has used more annual leave than the prorated accrual, he or she will be required to pay the County the value of the excess advanced annual leave used. Conversely, if the employee has used less annual leave than the prorated accrual, the employee will be paid the difference between the prorated and the actual amount of leave used.
2. Exchange time leave is earned only by certain employees in specific circumstances; please refer to Loudoun County Human Resources Handbook Chapter 6.4.05 E. For 37.5-hour employees, exchange time earned should be used in the same calendar year, with the exception of exchange time earned during the last two pay periods of a leave year. Non-exempt employees eligible to earn exchange time will receive payment at year end for unused exchange time, with the exception of exchange time earned during the last two full pay periods of the year, which will carry over to the following year. Exempt non-senior staff employees will carry over exchange time hours not to exceed their regular biweekly scheduled hours and exchange time earned during the last two full pay periods of the year. Exchange time hours in excess of this will convert to sick leave at the end of the year.

3. Annual Leave Balances

- a. Any annual leave balance above 364 hours is forfeited at the end of the leave year.

B. Approving Annual Leave

1. Immediate supervisors shall grant annual leave with pay to regular employees in accordance with the following provisions:
 - a. Except in unusual or emergency cases specifically approved by the Administrative and Technical Services Division Commander, annual leave shall not be granted to probationary deputies while attending the Northern Virginia Criminal Justice Academy or other law enforcement criminal justice academy or by the Field/Corrections Training Officer Coordinator while participating in an FTO program.
 - b. Approval of annual leave shall not exceed the total amount credited to an employee at the time of proposed usage.
 - c. The time at which annual leave may be taken is subject to the prior approval of the supervisor. Leave will be approved based on individual preference and chronological submission after operational requirements have been fulfilled.
 - d. The Sheriff must approve all leave over three consecutive weeks.

C. Debiting Annual Leave

1. The amount of annual leave to be debited shall be computed on the basis of the exact number of days or hours an employee is scheduled to work in the period when leave is taken.
2. Employees may submit their request for annual leave up to one year from the date of the requested leave. Supervisors shall not unduly delay the approval of the requested leave.

See the Loudoun County HR Handbook, Chapter 6 Benefits and Leave, for additional information on the use of leave.