



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Personnel Management

**Section:** 311.1

**Subject:** Leave

**Topic:** Annual Leave

**Enacted:** 07/30/2015

**Last Review:** 05/14/2024

**Review:** 11/01/2026

## 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 is provided to foster periods of rest and relaxation for employees through time away from work. The use of Annual Leave may be approved for any purpose that would require an employee to be away from the office, even if another leave type (such as Sick Leave or Bereavement Leave) could also be used. Annual leave equivalent to five days (based on the employee's Value of a Day) will be advanced to all new hires who work in regular (non-temporary) positions and are authorized to work for 20 or more regular scheduled hours per week. Long-term temporary (more than 90 days) employees who are authorized to work 30 or more regularly scheduled hours per week are also eligible for advanced leave benefits as of their date of hire. Employees who work in regular (non-temporary) positions and authorized to work for 20 or more regular scheduled hours per week and long-term temporary (more than 90 days) employees will begin to accrue leave as of the 12<sup>th</sup> pay period. If an employee leaves County employment during the first year of employment, the leave will be reconciled as outlined in the [Loudoun County Human Resources Handbook in section 6.11 \(E\)\(1\)](#).

#### a. Carry Over of Annual Leave Balances:

Any annual leave balance above 364 hours shall convert to the equivalent amount of Sick Leave at the end of the Leave Year. Any Annual Leave balance of 364 hours or below shall automatically roll over to the next Leave Year.

2. Exchange time leave is earned only by certain employees in specific circumstances; please refer to [Loudoun County Human Resources Handbook Chapter 6.12 \(E\)](#). All work beyond the authorized workday, workweek or regularly scheduled hours must be pre-approved by the employee's supervisor. Employees who are non-exempt pursuant to the Fair Labor Standards Act ("FLSA") may elect to receive exchange time, in lieu of pay, for hours worked in excess of the authorized workday, up to the FLSA work period defined in the [Loudoun County Human Resources Handbook Classification and Compensation policy](#). Exchange time cannot be earned in lieu of overtime pay. The use of exchange time leave may be approved for any leave purpose.

Exchange time earned should be used in the same calendar year, except for exchange time earned during the last two full pay periods of the Leave Year. Non-exempt employees eligible to earn exchange time will receive payment at year end for unused exchange time, except for exchange time earned during the last two full pay periods of the year, which will carry over to the following year.

Generally, exempt employees are not eligible to earn Exchange Time Leave. However, the County Administrator is authorized to designate certain exempt positions as eligible to earn Exchange Time Leave based on operational need. Employees who serve in these designated positions are not eligible for the Personal Leave benefit as identified in section [6.12\(K\) of the Loudoun County Human Resources Handbook](#).

3. Mandatory Leave for Positions of Trust:

All regular employees in full-time or part-time positions of trust are required to take five consecutive workdays of leave each calendar year during the second and subsequent full calendar years of employment. Positions of trust are defined as positions requiring employees to receive or disburse monies, to reconcile or journalize accounts, to process payroll transactions beyond the approval of timecards for direct reports, to purchase goods and services, to process cash or credit card transactions, and/or to be directly responsible for the management of County funds. The Department of Human Resources maintains a list of designated positions of trust and the designation is indicated on the employee's job description. All positions of trust are approved by the County Administrator or his/her designee.

Employees in positions of trust required to take five consecutive workdays of leave are expected to use their accrued Annual Leave for this purpose. If an employee does not have sufficient accrued Annual Leave, then he/she may use Personal Leave or a floating holiday and/or may be required to take leave without pay. Intervening paid holidays and unscheduled days off shall not be counted toward the requirement of five consecutive workdays of leave. Supervisors are responsible for ensuring that employees take the required leave

each calendar year. Failure to take the required leave may result in disciplinary action.

**B. Approving Annual Leave**

Requests for Annual Leave must be submitted in advance to the employee's supervisor. Employees are responsible for requesting Annual Leave far enough in advance to obtain supervisory approval prior to taking the leave. Supervisors have the authority to approve or deny Annual Leave requests based on staffing concerns, operational needs, and concerns related to the timely completion of the employee's assigned work.

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 shall 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. Employees seeking three or more weeks of leave shall submit a request memorandum through his/her chain-of-command for the Sheriff's consideration.

**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 Human Resources Handbook, Chapter 6 Benefits and Leave](#), for additional information on the use of leave.