

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PAID TIME OFF			
POLICY NO.	8.5	EFFECTIVE:	01/02/2024

## A. Paid Time Off Accrual

1. Paid time off leave will accrue every full pay period in the year for a total of 24 pay periods per year. It will not accrue when the employee is on unpaid leave.
2. Regular full-time employees shall earn annual leave at a rate based upon completed pay period of service as follows:

(Full) Years of Service	Leave Hours Earned
Up to the end of year 5	12 hours per month
Beginning of year 6 - end of year 16	16 hours per month
Start of year 17	20 hours per month

3. Temporary full and part-time employees do not earn paid time off leave.
4. Employees may accumulate paid time off leave subject to the following caps at June 30 of each year based on the following:

Employee Category	Maximum Hours Allowed to Accrue
VRS Plan 1	640
VRS Plan 2 and Hired Before January 1, 2020	640
Original Hire Date On or After January 1, 2020	240

The County Administrator may approve employees going over the accrual limit during the year for good cause, provided such is requested by the employee in advance.

5. No paid time off shall be earned for employment of less than one full calendar month (hired after first of the month or terminating employment during the month). Annual leave earned will be applied to the employee's account on the last day of each calendar month.
6. An employee who voluntarily terminates his employment with the County and returns to work with the County within six (6) months from date of separation may earn the same paid time off hours per month that he earned upon

separation and be allowed to accrue the higher number of paid time off hours that would have been allowed without the service interruption.

7. Classified employees on PTO leave shall be paid their prevailing wage based on the prevailing scheduled work period. It is not the intent of this policy to allow the employee to receive additional compensation through the use of PTO leave, but to insure the employee's regular salary. Employees retain all benefits and seniority while on approved PTO leave.

#### B. Granting of Paid Time Off

1. Paid time off may be used as vacation, as time needed to recover from illness or injury, or for any other personal reason(s), subject to approval in advance by a Department head and subject also to the operational needs of the employee's department.
2. So far as possible, paid time off shall be set at a time mutually agreeable to the employee and the County. Paid time off shall normally be granted each calendar year, unless a Department head specifically defers an employee's vacation because of work requirements.
3. The paid time off credits provided may be used, at the option of the employee, to provide for paid absences due to vacation or other personal purposes (including sickness) or for paid absences exceeding credit available for other kinds of leave.

#### C. Supplement to Short-Term Disability Payment

1. Accrued PTO may be used by full-time employees wishing to increase STD payments up to 100% or full pay.

#### D. Payment of PTO Upon Separation

1. If an employee voluntarily resigns his employment with the County, provides two (2) weeks' written notice of the resignation to the his supervisor or the County Administrator , and returns all County property to the County on his or her last day of employment, the employee will be eligible to receive a payout after termination of his or her accrued, but unused paid time off time, limited to no greater than 240 hours. Such payment would be made by the next regular cycle after the employee's resignation and would be paid in one lump sum subject to all applicable withholdings, up to the limits described above at the employee's regular rate of pay, providing the employee has not been advanced any other type of leave. Payment shall be calculated using the employee's base hourly rate of pay at the time of separation.
2. In the case of the death of an employee, the unused paid time off credit shall be paid to the employee's estate.