



**COUNTY OF CARROLL**  
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Policy Title:	Earned Time Policy – Non Union
Effective Date:	April 1, 2022
Revision Date:	
Reference(s):	This policy supersedes Vacation Policy (8.2012, rev 2/6/22), Sick Leave Policy (rev. 2021), Sick Time Buy Back Policy (2019), and all other County policies as they relate to non-union employees' accrual, use, and payout on termination of any and all paid time off policies and accruals.

## **POLICY**

Carroll County offers Earned Time in place of sick, vacation, and personal days. Earned Time provides a single pool of paid time off for employees to use for personal needs – vacation time; child, pet and elder care; medical and dental appointments; personal business or emergencies, etc. Employees are encouraged to use their Earned Time to take time away from the workplace to disconnect, as well as to manage the demands of life outside the workplace.

## **PROCEDURE**

Full-time employees who regularly work 35 or more hours per week and who not covered under a collective bargaining agreement shall accrue Earned Time on a weekly basis.

Earned Time includes the equivalent of eight (8) sick days per year (64 hours), two (2) personal days (16 hours) and vacation time based on years of service. The accrual rates are as follows:

Years of Completed Service	Hours Accrued Per Week (rounded)	Total Hours/Year (if annualized; accrued weekly)	Total Days/Year (if annualized; accrued weekly)
0-5	3.08	160	20
6-10	3.85	200	25
11-15	4.62	240	30
16+	5.38	280	35

Part-time employees who regularly work 16-19 hours per week will accrue .31 hours of Earned Time per week (2 Earned Time days/16 hours if annualized) . Employees who regularly work 20-34 hours per week will accrue Earned Time on a weekly prorated basis.

### Using Earned Time

Earned Time can be used in hourly or daily increments. Hourly employees must use Earned Time for each hour taken off during their scheduled work hours. Salaried employees must use Earned Time when they are taking a half-day or more of time off during regular work hours (salaried employees are expected to work such hours necessary to complete their job duties). For periods of time away, such as for appointments, during the work day, Earned Time can be used in one hour increments at the discretion of the department head.

Employees who have exhausted their accrued Earned Time and who find themselves in need, due to prolonged illness or accident, may be eligible for additional paid leave from the Sick Leave Bank (*see Sick Leave Bank Policy adopted March 3 2022*).

If an employee is unable to report to work, he/she is required to notify his/her supervisor or designee for each day of absence. If the absence is due to illness or injury and the employee is absent three or more consecutive days, the employee may be required to provide a physician's note clearing the employee's return to work.

If an employee fails to notify his/her supervisor or designee and is a "no-show" for two consecutive or three non-consecutive days, the employee will be deemed to have quit and will be terminated immediately.

Planned vacations or leaves require pre-approval. Selection of vacation period shall be by County seniority. A Department Head may deny a vacation request if it will result in disruption of the Department operations.

Earned time begins to accrue on date of hire but cannot be utilized during an employee's probationary period. The probationary period is defined by the employee's offer letter, but shall be no less than 90 days.

#### Accrual Cap

Earned Time may be continuously accrued, up to a cap of two hundred and eighty (280) hours or 35 days. Employees who reach the cap of 280 hours (35 days) will continue to accrue Earned Time at their rate based on years of service with the County during that year. However, any Earned Time accrued over the 280 hours and not used by December 31 of that year will be forfeited.

#### Separation of Employment

Non-Union employees already on the payroll when this policy becomes effective will receive 100% of their accrued Earned Time paid out upon resignation or retirement, provided proper notice requirements are met (unless explicitly waived by the County). See notice requirements below.

Non-Union Employees hired after the effective date of this policy, will receive a percentage of their accrued Earned Time based on years of service (as outlined in the chart below) paid out upon resignation or retirement, provided proper notice conditions are met (unless explicitly waived by the County). See notice requirements below.

The payout will be as follows:

Years of Completed Service	Percentage
Less than five years	25%
5-10 Years	50%
11-15 Years	75%
16+ Years	100%

Proper Notice

*Salary or Management:* Must provide four weeks' notice and work the entire four-week notice term at the County complex, or alternative location approved by the Department Head or Board of Commissioners

*Hourly:* Must provide two weeks' notice and work the entire two-week notice term at the County complex, or alternative location approved by the Department Head or Board of Commissioners

Employees whose employment is terminated by the County (with or without cause) are not entitled to any payout of accrued Earned Time.

Short Term Disability

The County will provide a short-term disability policy for all permanent non-union full-time employees on the payroll as of April 1, 2022. Current coverage (subject to eligibility requirements) to be provided is as follows:

- Sixty-six and two-thirds percent (66 2/3%) of basic weekly earnings to a maximum of \$1,200 per week.
- Benefit waiting period: 1<sup>st</sup> day of accident; 8<sup>th</sup> day following illness
- Maximum benefit period 13 weeks

Earned time may be used to supplement the remaining 33 1/3% of basic weekly earnings and to cover any benefit waiting period. Please note that if anything in this policy is inconsistent with the Short-Term Disability Policy provisions, the Short-Term Disability Policy shall control. Also, the County retains the discretion to change or eliminate the Short-Term Disability Policy with notice to employees.

Policy Implementation


Employees who have more than 280 vacation hours accrued when this policy takes effect will receive a buy-out of those overage hours, at their current rate of pay. Remaining vacation hours will be converted to Earned Time. Going forward, the County will no longer provide any buyout of Earned Time or vacation time to non-union personnel.

Employees who have sick leave and personal hours accrued when this policy takes effect will not lose those hours. Rather, the hours will be banked for use by the employee for any sick leave time needed. Sick leave hours will no longer accrue (Earned Time replaces) and the County will no longer provide any sick leave buyouts to non-union personnel.

Please also see the County's FMLA and Reasonable Accommodation Policies for unpaid leaves.

This policy was adopted by vote of the Carroll County Board of Commissioners on March 3, 2022.

  
Terry McCarthy, Chairman

  
Matthew Plache, Vice-Chairman

  
Kimberly Tessari, Clerk