

# BOONE COUNTY EMPLOYMENT POLICY

- 10.11 Holiday time for employees' birthdays shall be used within the birthday month, or it will be forfeited. An employee's birthday holiday can be taken before the employee's actual birth date as long as it is within the birthday month. The employee shall not work on the day they take as their "Birthday".

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## ARTICLE 11. VACATION (ANNUAL LEAVE)

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- 11.01 Vacation leave accrues to all full-time eligible employees. This benefit is for Countywide employees. Vacation will be actual working hours instead of working days.)
- 11.02 Regular FT employees will be eligible for vacation time after completing one (1) year of continuous service.
- 11.03 Vacation: Said vacation hours vary; see chart below. Vacation shall be enforced for ALL employees and ALL departments regardless of scheduled shift hours.

Departments	1 Yr. Ann. Date	2 – 6 Yrs. Ann. Date	7 – 15 Yrs. Ann. Date	16 + Yrs. Ann. Date
Airport, Assessor, Circuit Clerk, Collector, County Clerk, County Judge, Countywide 911, District Court, Jail: Administrator, Assistant, Clerk, Transport Officer Library, Maintenance, OEM, Prosecuting Attorney, Public Defender, Road, Sheriff, SRO, Treasurer	40	80	120	160
Jail: Sgts. To entry-level Jailers	42	84	126	168
Veteran Affairs	32	64	96	128

- 11.03 Scheduling of vacation should be done through the EO or MGR with due regard to the desires of the employee and the needs of the office or department. EO or MGR will determine the required period for vacation requests associated with their area.
- 11.04 Vacation leave may not be taken in more than two (2) consecutive week intervals. A final decision regarding the length of approved leave will be determined by the EO or MGR.
- 11.05 All accumulated vacation that is not used in any year may be carried over as accumulated leave for succeeding years up to a maximum of two hundred and forty (240) hours. When a maximum of two hundred and forty (240) hours is reached, no further accrual will be earned. Amended Ordinance 2025-37
- 11.06 Regular FT employees who have been employed continuously for at least one (1) year and are resigning or terminating employment with Boone County will receive compensation at the current rate of pay for all unused vacation time.
- 11.07 PT employees are not eligible to earn vacation time.
- 11.08 Vacation leave should not be taken until leave has been accrued. Borrowing against future accruals is not permitted.
- 11.09 Vacation leave may not be used for the purpose of receiving additional pay, without approval from the Quorum Court, as appropriation of additional funds would be required.

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- 11.10 The estate or next of kin of employees separated from employment by death shall be compensated for the accrued vacation leave and comp time that is due to the deceased employee. Final payment will be made to the next of kin as directed by the EO or MGR of the deceased employee.

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## ARTICLE 12. PTO LEAVE (PERSONAL TIME OFF)

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- 12.01 All FT employees of the county are eligible for PTO leave after 30 calendar days of continuous employment.
- 12.02 PTO time will vary, according to departments' accrual at a rate for each calendar month and with the employee's service, with a maximum of the following: (see chart below Said PTO hours shall be enforced for ALL employees and ALL departments regardless of scheduled shift hours.

Departments	Monthly Accrue	Max. PTO
Airport, Assessor, Circuit Clerk, Collector, County Clerk, County Judge, Countywide 911, District Court, Jail: Administrator, Assistant, Clerk, Transport Officer Library, Maintenance, OEM, Prosecuting Attorney, Public Defender, Road, Sheriff, SRO, Treasurer	4	48
Jail: Sgts. To entry-level Jailers	6	72
Veteran Affairs	3.25	39

- 12.03 Scheduling requirements are at the discretion of the EO or MGR. Each request will be reviewed based on several factors, including business needs and staffing requirements.
- 12.04 All accumulated PTO, which is not used in any year, may be carried over as accumulated leave for succeeding years up to a maximum of two hundred and forty (240) hours. When a maximum of two hundred and forty (240) hours is reached, no further accrual will be earned.
- 12.05 During leave, such as FMLA or Military, PTO time will accrue if the employee is receiving some type of paid leave (comp, PTO, or vacation). During all other leave or once an employee is not receiving pay while on FMLA or Military leave, PTO accrual will be paused until the employee has returned to work.
- 12.06 Employees on any LWOP (leave without pay) are not eligible to accrue PTO leave.
- 12.07 Employees are encouraged to "build" PTO time balance and to manage properly to reduce the chances of any break in receipt of pay should illness or injury occur. PTO replaces what used to be sick time. PTO will not be paid out upon termination of work.