



## Cochise County Judicial System

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Policy Title: Personal Leave

Policy Number: 4005

Effective: March 1, 2021

Last Reviewed/Updated: February 6, 2023

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### I. Personal Leave Accrual

- A. All benefits-eligible employees, in a paid status, accrue Personal Leave (also referred to as Personal Time Off or PTO) from the date of hire.
  - 1. Full-time employees shall accrue Personal Leave at a rate of 6.5 hours per pay period up to a maximum of 2,080 hours.
  - 2. Part-time employees scheduled to work a minimum 20 hours each week shall accrue Personal Leave at a pro-rated accrual amount up to a maximum of 2,080 hours.
- B. An employee who transfers between CCJS and/or Cochise County departments, and/or changes from part-time to full-time or vice versa, shall retain any accrued Personal Leave.

### II. Use of Personal Leave

- A. Accrued Personal Leave shall be available for use from the onset of employment.
- B. Employees may use personal leave for any purpose, providing the employee:
  - 1. Requests time off and receives approval from their immediate supervisor or designee.
    - a. Unless waived by the Department Director or designee, employees should submit request for use of personal leave for an anticipated absence at least two weeks in advance of the dates of leave. In considering leave requests, the immediate supervisor or designee will first assure the department mission can be carried out while the employee is on personal leave.
    - b. Periods may be established during which no personal time may be taken if necessary to maintain the efficient function of the CCJS, except under extenuating circumstances.
    - c. The employee shall notify the immediate supervisor or designee of an unanticipated absence as soon as possible or not less than one hour prior to scheduled work start time. The amount of required notice may vary based on

departmental needs, as determined by the appointing authority. Failure to provide sufficient notice of requested time off may result in denial of personal leave use. Failure to report to work, if a request is denied, absent circumstances beyond the employee's control, shall result in the employee being placed on leave without pay and may lead to disciplinary action.

2. Accurately reports all approved personal leave on the employee's time sheet.
- C. An appointing Authority, or designee, may approve or deny Personal Leave use provided:
1. A denied leave request is documented and for a valid business purpose.
  2. May require that an employee postpone or change scheduled personal leave for a valid business purpose.
  3. Shall ensure an employee's use of leave is properly recorded on the employee's timesheet.
- D. Personal Leave use for a qualifying condition under the FMLA (Family Medical Leave Act) shall be approved.
- E. Personal Leave shall not be charged against an employee's accrued leave balance for an observed holiday that occurs while an employee is using Personal Leave. Non-Exempt employees with regularly scheduled work hours greater than the eight (8) holiday hours granted, shall use Personal Leave or any accrued compensatory leave to fill any gap in scheduled work hours. In the event the employee does not have sufficient Personal Leave hours to fill this gap, those hours shall be considered leave without pay.
- F. Deductions of Personal Leave for authorized absences from work are taken based on the employee's regularly scheduled work hours.
- G. Personal Leave may be used to supplement Workers' Compensation payments up to 100% of an employee's regular bi-weekly base salary.
- H. To facilitate a healthy work/life balance and ensure employees are at work in a refreshed and productive state, all employees should take at least two, one-week periods of Personal Leave per year, or the equivalent of 80 hours.

### **III. Disposition of Accrued Personal Leave**

- A. Employees who are on initial probation at the time of separation of employment shall forfeit without compensation all accrued Personal Leave.
- B. An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Personal Leave, without approval from the Presiding Judge.

- C. An employee that separates from CCJS service after successful completion of initial probation shall be paid as follows:

<b>SEPARATION OTHER THAN RETIREMENT</b>	
<b>Unused Personal Leave Hours at Departure</b>	<b>Payment % Upon Departure</b>
0 – 280 **	100% of hours
281 – 2080	0% of hours
** Employees hired prior to April 1, 2012, will receive 100% of 340 hours.	
<b>SEPARATION DUE TO RETIREMENT INTO ARIZONA STATE QUALIFYING PLAN</b>	
<b>Unused Personal Leave Hours at Retirement</b>	<b>Payment % Upon Retirement</b>
0 – 280 **	100% of hours
281 – 2080	30% of remaining hours ***
<p>*** Employees hired prior to April 1, 2012, will receive 100% of 340 hours and 50% of all remaining hours up to 2,080 hours. Employees hired between April 1, 2012, and December 15, 2018, will receive 100% of 280 hours and 35% of all remaining hours up to 2,080 hours. Employees hired on or after December 16, 2018, will receive 100% of 280 hours and 30% of remaining hours.</p> <p>Maximum payment upon retirement is \$20,000 for employees hired after December 15, 2018. There is no dollar amount cap for employees hired before December 15, 2018, however the hours limitation as stated above is applicable.</p>	