

EARNED LEAVE POOL

SUMMARY

Department Earned Leave Pool

The Earned Leave Pool Program provides an employee who has used up all Sick, Annual, Holiday and Compensatory leave and continues to remain away from the job for a long time a means of financial assistance through the contribution of annual, holiday and compensatory leave from fellow employees. Earned Leave Pool is an option for each department and for all employees in a department which have opted to have an Earned Leave Pool and who desire to participate in the program.

Special Leave Pool

Special Leave Pools may be established for employees who have used up all Annual, Holiday and Compensatory leave and are expected to be out of work for a minimum of two pay periods.

Complete rules and guidelines for both types of Leave Pools provided in the County's Leave Manual, Section 25.

CONTACT(S):

Department/Division

Human Resources Department/Payroll and Information Management