
LAURENS COUNTY LAW ENFORCEMENT CENTER
STANDARD OPERATING PROCEDURES

SOP# A-050
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SUBJECT: VACATION

INDEX AS: VACATION: ANNUAL LEAVE

EFFECTIVE DATE: 4/20/2005

REVISED DATE:

I. **PURPOSE:**

To establish procedures for the accrual and use of annual leave. This policy is in accordance with the personnel policies and procedures of Laurens County.

II. **SCOPE:**

This policy applies to all Sheriff's Office employees working full time.

III. **LAURENS COUNTY VACATION POLICY:**

- A. Vacation accrual continues during authorized vacation sick and special leave, military leave, civil leave; it does not accrue during unpaid absences.
- B. The amount of accrual of annual leave will conform with the Laurens County Policy.
- C. Vacation shall be scheduled on a reasonable basis coordinating the wishes of the employee and the good of the Public Service. Request for annual leave must be in written form and be submitted for approval in a reasonable time frame, preferably at least two weeks prior to the date of the actual annual leave. Special effort should be made on the part of the employee's department or division head to avoid an employee's losing accrued vacation leave due to exceeding the maximum accrual .
- D. Vacations shall be reported by the Sheriff's Office through normal payroll procedure.
- E. Employees shall not be permitted to use accrued vacation during the probationary period. Employees shall not be paid for accrued vacation while working, without the expressed consent of the County Administrator . Such consent shall only be considered under conditions of

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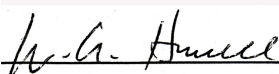
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severe hardship relating to the employee, or the operational necessity as determined by the County Administrator.

- F. Employees terminating employment with Laurens County for any reason, shall be paid for accrued vacation under the following procedures:
1. A permanent employee who has not satisfactorily completed the probationary period shall not be paid for accrued vacation.
 2. A permanent employee who has satisfactorily completed the probationary period shall receive payment for the total amount of vacation accrued, unless the employee has more than twenty days. If this is the case, the employee will only receive payment up to twenty days.
 3. A letter of resignation, giving two weeks notice will need to be submitted to the employees supervisor.


W. A. HARRELL
SHERIFF

04/20/2005
DATE