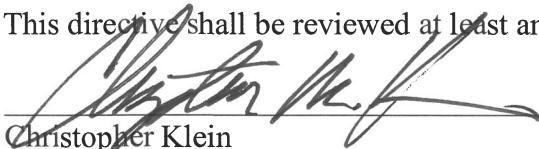


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| <p>ANNE ARUNDEL COUNTY<br/>DEPARTMENT OF DETENTION FACILITIES<br/><br/>ADMINISTRATIVE DIRECTIVE</p> | <p>AD NO: 03.10<br/>DATE: July 1, 2023<br/>SUBJECT: Personnel<br/>TITLE: Annual Leave<br/>FOR PUBLIC RELEASE: Yes</p> |
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- I. Reference: Employee Relations Manual E-01, Anne Arundel County Code § 6-1-302; Memorandum of Agreements between Anne Arundel County and the Fraternal Order of Anne Arundel Detention Officers and Personnel, Inc., AFSCME Local 582, AFSCME Local 2563, Teamsters Local 355-Maryland Public Employees, Anne Arundel County Detention Sergeants Association International Union of Police (IUPA) Local 141; AD 03.09, 03.11
  
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose: To establish guidelines for the accrual and use of annual leave.
  
- IV. Policy:
  - A. Employees are entitled to accrue annual leave in accordance with the referenced County Code or applicable Memorandum of Agreement.
  
  - B. Annual leave shall be taken as approved or directed by the employee's supervisor.
  
  - C. Detention Officers, Corporals, Sergeants, Lieutenants, Captains, Correctional Facility Administrators (CFAs) and Assistant Correctional Facility Administrators (ACFAs) shall be granted additional annual leave days, in lieu of holiday leave. Correctional Records Clerks and Office Support Assistant IIs are granted additional annual leave in lieu of holiday leave and a Personal Leave Day in accordance with provisions contained in the applicable Memorandum of Agreement.
  
  - D. Employees listed in IV.C above shall be granted the entire calendar year's annual leave in January. This shall ensure the employee schedules this leave according to his/her schedule and in accordance with seniority considerations, as appropriate. Seniority for purpose of Annual Leave shall be defined in each respective Union Contract.
  
  - E. Requests for annual leave shall be submitted on a Leave Request Form (Appendix 1) to the employee's immediate supervisor.
  
  - F. All staff shall be required to submit their requests for each year to their Supervisor by December 20 of the preceding year. This shall ensure the leave schedule is initiated in January of each year.

- G. Civilian employees should schedule their leave for the following calendar year as early as possible to avoid conflicts and ensure an appropriate level of coverage is available in their assigned units.
- H. Supervisors shall ensure annual leave is approved in a manner that ensures each employee is able to use it but, at the same time, the number of employees on leave does not adversely impact on staffing assignments. Based upon the number of available personnel on each shift or unit, the ACFA or designee shall designate the maximum number of staff that can be on leave on a given day.
- I. Supervisors shall have their first choice of annual leave, with the remaining staff approved on a seniority basis. At no time shall seniority requests for second leave periods supersede a junior Officer or staff member's first choice of leave.
- J. All original approved Leave Request Forms shall be maintained by the Office Support Specialist-Payroll.
- K. Copies of approved Leave Request Forms shall be maintained by the Supervisor approving the leave.
- L. Each employee shall be responsible for ensuring s/he only uses the annual leave s/he is entitled to and do not exceed this amount.
- M. Request for Annual Leave greater than two (2) sequential weeks or two (2) sequential cycles shall require approval of the respective CFA.

This directive shall be reviewed at least annually and revised as necessary.

  
Christopher Klein  
Superintendent

Rescinds: AD 3.10 dated August 1, 2002  
AD 03.10 dated September 20, 2004  
AD 03.10 dated September 09, 2011

Appendix 1 - Leave Request Form