

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 03.11 DATE: March 3, 2023 SUBJECT: Personnel TITLE: Personal Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: Employee Relations Manual H-06; Anne Arundel County Code §6-1-107, §6-1-305; Memorandum of Agreement (MOA) between Anne Arundel County and the Fraternal Order of Anne Arundel Detention Officers and Personnel, Inc., AFSCME 582, AFSCME 2563, Teamsters Local 355-Maryland Public Employees, Anne Arundel County Detention Sergeants Association International Union of Police Association (IUPA) Local 141

- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)

- III. Purpose: To establish guidelines for the use of personal leave.


- IV. Policy:
 - A. Upon completion of the probationary period, employees represented by the referenced bargaining units shall be entitled to personal leave each year in accordance with their respective bargaining unit's MOA.

 - B. Requests for Personal Leave shall be submitted on a Leave Request Form (Appendix 1) to the employee's immediate Supervisor. This leave shall be scheduled by mutual agreement between the Supervisor and the employee.

 - C. Personal Leave shall be used during each calendar year and shall not be accrued.

 - D. Non-represented employees receive five (5) personal leave days per calendar year.

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



Christopher Klein
Superintendent

Rescinds: AD 3.11 dated September 20, 2004
AD 3.11 dated September 9, 2011

Appendix 1 - Leave Request Form