

## Employee Pay

- Paid “current” (no hold back)
- Bi-weekly pay schedule
- Paid 26 times per year on Fridays
- Benefits deducted 24 times per year
- Mandatory direct deposit of paycheck
- **Employee Self Service (ESS)** - on-line system that provides you with electronic access to your pay stubs, pay history information, leave balances and tax exemptions.

What is the County's leave policy and how does it work?

## FLEXIBLE LEAVE PLAN (FLP)

Consists of two components:

### Leave Hours and Cash-in Option

#### FLP Leave Hours

- *Used for any reason*
- *No designation of vacation, sick, etc.*
- *Must schedule foreseeable leave at least 3 days in advance*
- *Must follow call-in procedures for unscheduled absence*
- **CAUTION:** *Build & maintain reserve of hours*

YOS	Days	Pay Period
0-4	20	6.16
5-9	23	7.08
10-14	26	8.00
15+	29	8.93

Can accrue & carry-over up to 400 hours/50 days each fiscal year

*Note: Fire & Rescue 12 & 24 hour shift employees accrue leave at a different rate*

## CASH-IN OPTION

- Receive pay for up to 40-hours of flex leave per fiscal year instead of taking time off
- Must maintain 40-hour balance after payout
- 2 times each fiscal year – May & November
- Maximum payout of 40 hours per request

## HOLIDAYS

- Holidays are not counted towards use of FLP
- Eleven\* designated holidays per year
- Nine (9) set holidays-County office closed
- Two (2) floating holidays-County offices open, if worked, floating holiday hours are “banked” (for most employees)

**\*Some Public Safety employees earn holiday leave each pay period**