



# San Bernardino County LEAVE EXTENSION Vacation/Holiday

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A Leave Extension is a waiver of the maximum allowed unused Vacation or Holiday\* leave balances due to work urgency for a one (1) thirteen (13) pay period waiver per calendar year. *Calendar year is defined as the first EMACS pay period that includes January 1st through pay period 26 or 27.*

\*Applies to Safety Management Unit only.

## REFERENCES

All Current County Memoranda of Understanding (MOU)

## FORMS REQUIRED

Leave Extension Request

## MANDATORY FIELDS

All

## GENERAL INFORMATION

Departments will receive a leave accrual report, which may be used to determine which employees did not receive their full accruals and may be eligible for extensions. *Refer to department guidelines for individual procedures.*

Upon approval of request, lost hours will be restored.

## PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Identify the pay period in which employee has reached the maximum unused leave balances
- ◆ Complete Leave Extension Request and obtain appointing authority's signature
- ◆ Retain copy for department file
- ◆ Verify hours were restored on EMACS

*Refer to department guidelines for individual procedures.*

## DEADLINES

Refer to Master Calendar for EMACS Processing