

16.3 LEAVE RECORDS

Official records of vacation leave and sick leave accrual and of leave usage are kept for each employee by Human Resources or by his or her designee in the employee's personnel file. Leave records are updated at the end of each month. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. It is the responsibility of each Department Head or supervising Elected Official to provide this information to the County Treasurer and a copy to Human Resources.