

# PERSONNEL 3.0

## Attendance and Leave -- 3.3

### Annual Conversion of Excess Annual Leave -- 3.3.i

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**Signature:**



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Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

Employees who reach maximum accrual of annual leave will have their sick leave account credited with the excess annual leave that is earned through the last day of the month in which they were initially hired or rehired when a break in service occurred.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To provide flexibility to employees in the use of accrued leave time.

#### **PROCEDURE**

When applicable, conversion of excess annual leave should occur at the end of the hire/rehire date month. On that day any excess annual leave above the maximum accrual limit will be transferred to sick leave. It is the employee's responsibility to monitor hire/rehire dates and to adjust time accordingly in Edison. In the event that any employee begins terminal leave during a period in

which excess annual leave is being accrued, the excess annual leave can be paid as terminal leave.

#### **REFERENCE DOCUMENT**

1. Information maintained in Edison
2. Tennessee Department of Human Resources Attendance and Leave Procedure Manual

#### **OFFICE OF PRIMARY RESPONSIBILITY**

Office of Human Resources, Department of Health, (615) 741-7305