



Remembering the Past, Preparing for the Future

Human Resources Division

To: All Aiken County Employees
From: Human Resources Division
RE: Pay dates and leave accruals

Aiken County employee paychecks are issued every other Thursday after 2:00 p.m. Paychecks/stubs will be issued by your department.

Aiken County employees will be paid on the following days in 2015:

January 8, 2015	July 9, 2015
January 22, 2015	July 23, 2015
February 5, 2015	August 6, 2015
February 19, 2015	August 20, 2015
March 5, 2015	September 3, 2015
March 19, 2015	September 17, 2015
April 2, 2015	October 1, 2015
April 16, 2015	October 15, 2015
April 30, 2015	October 29, 2015
May 14, 2015	November 12, 2015
May 28, 2015	November 26, 2015
June 11, 2015	December 10, 2015
June 25, 2015	December 24, 2015

From initial employment date through the fifth year of service, the employee will start accruing two (2) workweeks of annual leave each year. Through the fifth year of unbroken service, the employee will be allowed to carry over five (5) days of annual leave per year.

At the beginning of the sixth year of unbroken service, the employee will start twelve (12) days of annual leave and shall be allowed to carry over six (6) days of annual leave per year.

At the beginning of the tenth year of unbroken service, the employee will start accruing three (3) workweeks of annual leave and shall be allowed to carry over seven (7) days of leave per year.

At the beginning of the fifteenth year of unbroken service, the employee will start accruing four (4) workweeks, of annual leave and shall be allowed to carry over ten (10) days per year.

It is **mandatory** that each employee take at least half of his/her accrued leave during the current year.

Part time employees accrue hours on a pro-rated basis.