

Cullman County Employee Handbook, Approved February 23, 2016

Changes Effective November 20, 2024:

- Change section **IV-B. Annual Leave Scheduling**. Change entire section to read: “An employee may take annual leave at any time of the year as long as he or she has accumulated the leave and the needs of the department are met. The employee must submit his or her annual leave request to the department head (or their designee) at least two (2) weeks in advance for approval. Leave not requested two (2) weeks in advance may not be approved. This leave request should be made in writing on the appropriate Leave Request Form and signed by the employee. The request should then be acted upon as soon as possible by the Department Head, signifying approval or denial of the leave request and signed. Any leave request denial must have an explanation justifying the denial. The original copy of the leave request form (with original signatures) should be maintained in the employee’s departmental attendance/timekeeping file for a period of not less than one (1) year from the date of the leave request. A copy of the signed form should be given to the employee.”

This procedure affects all county departments reporting directly to the County Commission. Other none Commission Elected Officials (Revenue Commissioner, Probate Judge, County Sheriff) may have a different form or procedure for requesting use of annual leave.”