

Leave Types and Accrual Rates

- **Personal Leave:** entitled to six days of Personal Leave in any calendar year. It is prorated in the employee's first year of state service, depending upon date of entry:

<u>Date of Entry Between</u>	<u># Personal Leave Days</u>
January 1 and February 28/29	6
March 1 and April 30	5
May 1 and June 30	4
July 1 and December 31	3

- Personal Leave may not be accumulated.
 - Any unused Personal Leave as of the last day of the calendar year or upon termination of employment shall be forfeited.
 - Leave that can be used for any purpose with prior notification to the employee's supervisor. Prior notification can be given the same day the leave is being used.
- **Annual Leave (Vacation):** may be accumulated but an employee cannot carry more than 75 days (600 hours) into the next calendar year.
 - For the first six months, a new employee does not have any Annual Leave available to him/her.
 - At the end of the six months, the new employee is credited with 1.0 hour of Annual Leave for every 26 hours worked.
 - All Annual Leave must be approved in advance by the employee's supervisor.

<u>Length of Service</u>	<u>Annual Leave</u>	<u>No. Hrs. Leave for Each 26 Hrs. Worked</u>
6 mo. to 5 years	10 Days per year	1 Hour
6-10 yrs.	15 Days per year	1 ½ Hours
11-20 yrs.	20 Days per year	2 Hours
Over 20 yrs	25 Days per year	2 ½ Hours

- **Sick Leave:** earn 15 days per year (1 ½ hours accumulated for each 26 hours worked), unlimited accumulation.
 - Sick Leave should be conserved, used only in cases of personal illness with the inability to work, and illness of immediate family members.
 - Death in the Family
 - A maximum of 5 working days may be charged to sick leave in the event of a death of a member of the employee or spouse's immediate family.
 - An employee may elect to receive up to 3 days of bereavement leave instead of using 3 of the 5 sick days that an employee is allowed to use upon the death of members of the employee's immediate family.
 - A maximum of 1 working day may be charged to sick leave for other designated family members.
 -
- **Compensatory Time:**
 - Exempt employees
 - Earn Compensatory Time after working 30 minutes over their normal working hours.
 - Must have prior approval.
 - Compensatory leave can be used for any purpose with prior approval from the employee's supervisor.
 - Compensatory Time is lost if not used within 1 year of being earned.
 - Non-Exempt employees
 - Earn Compensatory Time after working over their normal working hours at 1 ½ times their normal rate or get paid overtime at 1 ½ times their normal rate.
 - Must have prior approval.
 - Compensatory leave can be used for any purpose with prior approval from the employee's supervisor.
 - Compensatory Time does not expire, but an employee cannot have more than 240 hours accrued.