
 Corrections and Community Supervision DIRECTIVE	TITLE Annual Leave		NO. 2203
			DATE 12/27/2018
SUPERSEDES DIR #2203 Dtd. 12/27/2018	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Civil Service Attendance and Leave Manual	APPROVING AUTHORITY 		

I. **DESCRIPTION:** This directive explains the earning, accumulation, and liquidation of annual leave credits.

II. **INFORMATION**

A. Credits Earned by Employees with 7 Years or Less of State Service

1. Eligible employees entering State service are credited with 6 1/2 days vacation upon completion of 13 bi-weekly payroll periods. If the new employee is not on the payroll for at least 7 working days in any period during these first 13 bi-weekly segments, that particular payroll period is not used for determining vacation credits. After the initial 13 bi-weekly payroll period is completed, employees earn and are credited vacation days at the rate of 1/2 day for each bi-weekly payroll period. Vacation credits are not earned for any bi-weekly payroll period unless the employee was in full-pay status for at least 7 working days in that period.
2. Extra vacation time is credited to employees with 7 years or less of State service by granting 1 additional vacation or bonus day for each completed year of continuous service up to a maximum of 7 days. These days are credited on the employee's anniversary date.

B. Credits Earned by Employees with More than 7 Years State Service

1. Employees who work a 37 1/2-hour workweek receive 20 days of vacation each year, earned on a bi-weekly basis and credited at the rate of 5 3/4 hours every 14 day pay period that the employee was in full-pay status for 7 of the 10 workdays. At the beginning of the last payroll period in December, an additional 1/2 hour is credited to adjust annual leave credits.
2. Employees who work a 40-hour workweek receive 20 days of vacation each year earned on a bi-weekly basis and credited at the rate of 6 hours every 14 day pay period that the employee was in full-pay status for 7 of the 10 workdays. At the beginning of the last payroll period in December, an additional 4 hours are added to adjust annual leave credits.

- C. Additional Vacation Credit: Employees with 15 or more years of continuous State service earn additional vacation credit each year on the anniversary date of their employment according to the following schedule:

<u>COMPLETED YEARS OF CONTINUOUS SERVICE</u>	<u>CSEA ADMINISTRATIVE SERVICES UNIT</u>	<u>ALL OTHER BARGAINING UNITS</u>	<u>MANAGEMENT/ CONFIDENTIAL</u>
15 to 19	1 day	-	-
20 to 24	2 days	1 day	1 day
25 to 29	3 days	2 days	2 days
30 to 34	4 days	3 days	4 days
35 or more	5 days	4 days	5 days

Leave without pay for more than 6 months, or a period of more than 6 months between separation from State service and reinstatement or reappointment, cannot be considered "continuous service" and will not be counted in determining eligibility for additional vacation credits.

- D. Per Diem and Hourly Employees: Employees paid on a per diem or hourly basis, who work a regularly scheduled workweek of at least 3 3/4 hours per day (37 1/2-hour week) or 4 hours per day (40-hour week), 5 days per week, or who are scheduled to work at least half-time on a schedule set in advance by management, are eligible to earn vacation credit following the completion of 19 pay periods of uninterrupted employment (without a break of more than 1 complete pay period), provided they have been in full-pay status for the appropriate number of workdays in each of 13 or more of such pay periods. See Appendix D, Section 21.2, "Vacation," of the Civil Service Attendance and Leave Manual to determine the appropriate number of workdays required to be considered in full-pay status. Once coverage under the Attendance Rules is attained, these employees are eligible to earn vacation credit on a prorated basis in the same manner as annual salaried employees and should be credited with vacation accruals retroactive to the beginning of their **continuous** service as if they had been subject to the Attendance Rules during this period.
- E. Accumulation of Annual Leave
1. The maximum number of annual leave days which may legitimately be accumulated by an employee does not establish an unqualified right to accumulate 40 days by foregoing scheduled vacations when this is contrary to the best interests of the employee's unit as determined by his or her supervisor. Every effort should be made by an employee to liquidate vacation credits prior to reaching the authorized limit.
 2. Employees should be aware of their accrual balances and make sure that this maximum is not exceeded. Vacation credits cannot be accumulated in excess of 40 days, except as specified in the collective bargaining agreements.

F. Liquidation of Vacation Credits

1. **General:** In absence of a local (facility) employee-management agreement, the following general guidelines will apply to the liquidation of vacation credits:
 - a. Whenever possible, vacation leave is granted at the time requested by the employee. Disapprovals must be in writing and may have to be answered within a specific time limit. Consult the specific collective bargaining agreement for details.
 - b. Should too many employees request the same vacation days, seniority may be used to determine the vacation scheduling in accordance with the appropriate union contract.
 - c. To assist in scheduling vacations, an operating unit may find it necessary to establish a date prior to which an employee's request for his or her annual leave schedule must be submitted.
2. **Use of Credits:** Vacation credits are liquidated, subject to supervisory approval, in units of not less than 1/4 hour.
3. **Payment for Accrued Vacation**
 - a. Compensation for accrued vacation will be made in one lump-sum payment. Lump-sum payment for accrued vacation will not be made to an employee until after the end of the second bi-weekly pay period which follows the date of separation. An employee re-employed or reinstated in State service within that period is not eligible for a lump-sum payment.
 - b. The delay in payment of accrued vacation time for 2 bi-weekly pay periods does not apply to employees who are laid off, retire, or die.
 - c. When an employee separates from State service for any reason, he or she will not be paid for more than 30 days of unused vacation credits. Payment can be made without any waiting period so long as all outstanding timesheets have been processed.
 - d. An employee is required to give 2 weeks written notice of his or her intention to resign in order to be paid for accrued vacation time. Two weeks notice is defined as 14 calendar days prior to an employee's last scheduled working day. The Bureau of Personnel is not obligated to arrange payment of unused annual leave to an employee who resigns without giving adequate notice (i.e., 2 weeks written notice).

- G. Conversion of Vacation Credits:** When transferring from a position with a basic workweek of 37 1/2 hours to one of 40 hours per week (or vice versa), and once the Timekeeper has updated LATS with this new information, vacation credits are automatically converted in LATS to reflect the employee's updated balance. Note that the amount of days the employee had accrued prior to the conversion will remain the same.

Examples:

1. An employee who had accrued 10 days (75 hours) of annual leave in a position with a basic workweek of 37 1/2 hours would be credited with 10 days (80 hours) of annual leave when assigned to a new position that has a 40-hour workweek.

2. An employee who had accrued 10 days (80 hours) of annual leave in a position with a basic workweek of 40 hours would be credited with 10 days (75 hours) of annual leave when assigned to a new position that has a 37 1/2-hour workweek.