ANNUAL LEAVE

Annual leave is an approved absence from work with pay for a vacation, or for other purposes. Annual leave is earned by each full-time, classified employee of this agency at the rate of between 8 and 16 hours a month depending on the employee's length of service. The following leave accrual schedule for regular employees is adopted:

Years of Service	Hours per Month	Hours per Year
0-3	8	96
4-7	IO	120
8-12	12	144
13-18	14	168
over 18	16	192

Annual leave accrues on a prorated basis for a fraction of a month. Annual leave may not be used until earned.

Only 240 hours of annual leave may be carried over from one year to the next, according to the cutoff date of April 30. Hours in excess of 240 will be lost.

Unless an employee transfers to a different agency or leaves the service of the state, the employee will not be paid for annual leave that isn't used.

If an employee transfers from one agency to this agency, the employee will retain all annual leave that he or she has accumulated. If an employee leaves this agency for another agency of the State, the employee will retain as many hours of annual leave as the new agency agrees to accept. The Commission will pay the employee for all the other accumulated unused annual leave that the new employment agency will not accept.

All accrued annual leave is payable upon resignation or termination.

If an employee leaves State employment and then returns to the service of the state within one year, the employee will be credited with their previous years of service for purposes of determining their annual leave accrual rate.

Temporary employees do not earn annual leave. However, if a temporary employee becomes regular, credit will be given by the agency for the employee's prior length of service, for the purpose of determining the annual leave accrual rate.

Annual leave must be used in increments of one-half hour.

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