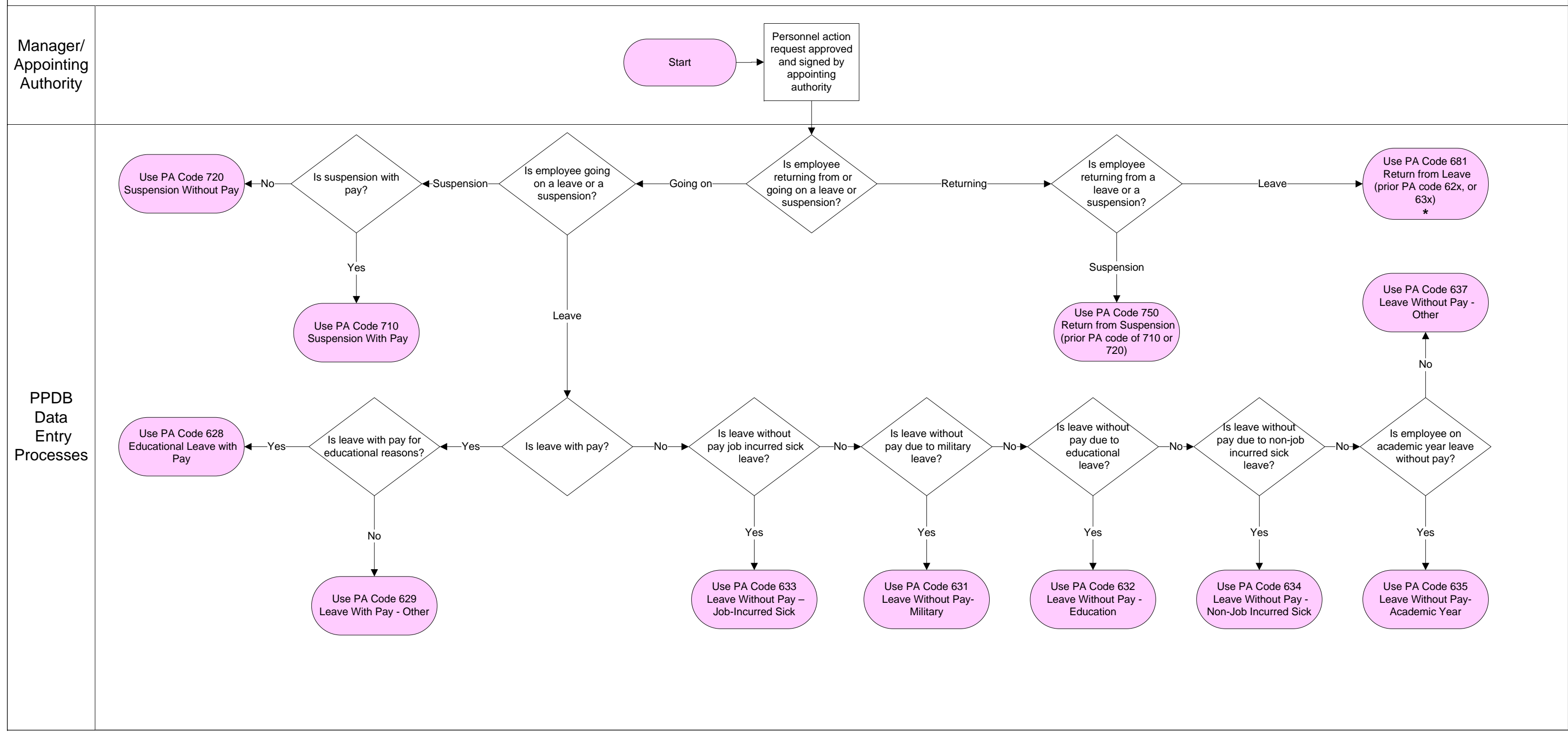


PA06.01 – Leaves and Suspensions – V2.0

Personnel Action (PA) Code Decision Flow



- * Leave without pay over 15 consecutive calendar days, for classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees, affects an employee's recognized service date (RSD) and salary eligibility date (SED) by the total amount of calendar days the employee is on leave without pay (Statewide Policy 60.000.11). When processing the RSD and SED do not change for leave without pay for leaves:
 - 15 calendar days or less
 - Military Leave
 - Family and Medical Leave
 - Workers' Compensation
- Leave without pay for represented employees refer to collective bargaining agreement (CBA) for determining whether employee's recognized service date (RSD) and/or salary eligibility date (SED) needs to be adjusted.
- For classified unrepresented and management services employees an agency appointing authority may extend the trial service period by the corresponding total number of day of a period of leave with or without pay exceeding 15 consecutive calendar days (Statewide Policy 40.065.01).
- For represented employees refer to collective bargaining agreement (CBA) for determining whether the trial service period can be extended for leaves.