

## Process for existing temporary employee as of 1/1/2016

If temporary employee is employed prior to January 1, 2016



Employee will begin to accrue TS in January 2016

- Employee will not be credited SL from clearing account if applicable



Employee will be eligible to use TS as of February 2016 (no waiting period)



Maximum usage for TS is 40 hours per calendar year

Temp separates from State service



Transfer unused TS to clearing account



Expiration date is 180 days from last day of State service