

**Process for newly hired temp with no prior state service or with a 181+ day break in service
(This process includes Tier 1 or Tier 2 retirees with 181+ day break in service)**

Verify if temp has prior State service.
If no prior State service or break in service is greater than 180 days:



If prior State service and employee has SL in clearing account, do not advance employee leave time if they have a break in service greater than 180 days



Employee will accrue pro-rated TS leave based on hours paid



Employee will be eligible to use TS leave after 90 days.

- Maximum use is 40 hours per calendar year



Payroll and managers will need to verify timesheets to ensure employee does not use TS leave prior to the 91st day

Temp separates from State service



Transfer unused TS to clearing account



Expiration date is 180 days from last day of State service