



**DEPARTMENT OF CORRECTIONS
Human Resources**



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| Title: | Vacation Leave | DOC Policy: 20.8.2 |
| Supersedes: | DOC Policy 20.8.2, Vacation Leave, dated 03/15/99 | |
| Applicability: | Management Service and executive service employees; unclassified and classified unrepresented employees. Classified represented employees unless in conflict with collective bargaining agreement | |
| Directives Cross-Reference: | State Policy 60.000.05 Policies: Sick Leave With Pay – 20.8.1 Family and Medical Leave – 20.8.4 Alternative Leave Provision – 20.8.5 | |

I. PURPOSE

To provide eligible employees approved time off from work for employee determined reasons.

II. POLICY

A. Vacation leave shall accrue as follows:

1. Executive Service and Management Service employees

| <u>Months Worked</u> | <u>Accrual Rate</u> |
|---|-----------------------|
| First month through 60 th month | 10.00 hours per month |
| 61 st month through 120 th month | 11.34 hours per month |
| 121 st month through 180 th month | 13.34 hours per month |
| 181 st month through 240 th month | 15.34 hours per month |
| After 240 th month | 17.34 hours per month |

2. Unclassified Unrepresented employees

| <u>Months Worked</u> | <u>Accrual Rate</u> |
|---|---------------------|
| First month through 60 th month | 8 hours per month |
| 61 st month through 120 th month | 10 hours per month |
| 121 st month through 180 th month | 12 hours per month |
| 181 st month through 240 th month | 14 hours per month |
| After 240 th month | 16 hours per month |

3. An employee, after six-month state service, may take accrued vacation leave on or after the first of the month following the month

in which it is accrued. Exceptions are stated in department Policy 20.8.5. Alternative Leave Provisions.

4. A part-time employee, a full-time employee on leave without pay, or an employee beginning work after the first working day of the month shall accrue vacation leave on a pro rata basis.
5. With the approval of the Director of the Department of Administrative Services, an agency head may be granted any accrual rate listed in Section II., A., 1. of this policy, not to exceed 17.34 hours per month, in order to accomplish recruitment objectives or reward outstanding performance.
6. Actual time worked and all leave with pay, except for educational leave, shall be included in determining the pro rata accrual of vacation leave each month.
7. Each employee shall be assigned a recognized service date representing length of state service for vacation accrual rate. State service includes all time spent in the exempt, unclassified (executive service), academic unclassified, classified, and management service and time spent on paid leave or on Peace Corps, military, educational, mobility or job incurred time loss or other qualifying family and medical leaves. Personnel Records staff will adjust the recognized service date for breaks in service of longer than 15 calendar days without pay.

B. Restoration of Vacation Accrual Rate upon Rehire

1. An employee who separates from state service and returns within two years shall be given credit toward additional vacation accrual rates for service prior to separation.
2. Unused vacation leave hours accrued in an exempt (other than legislative) or academic unclassified position, in a manner comparable to State Policy 60.000.05, may be restored upon immediate appointment to a management service or executive service position. Vacation leave hours accrued in an exempt position in the legislative branch shall be restored in accordance with State Policy 60.000.05.

C. Accumulation of Vacation Leave

Executive service and management service employees shall not accumulate vacation leave in excess of 350 hours. An employee who has accrued the maximum vacation leave hours may request use of vacation leave to prevent its loss. The supervisor, upon determining that granting

of vacation leave is not appropriate, may make cash payment for not more than 40 hours. Vacation leave for which payment is made shall be canceled.

D. Use of Leave

Vacation leave may be utilized with prior approval of the designated supervisor except as otherwise provided by the Family and Medical Leave Act. An employee shall be eligible to use accrued vacation leave for any period of absence from employment qualifying as family or medical leave under department Policy 20.8.4, Family and Medical Leave.

E. Retention of Vacation Leave Hours

1. Whenever an employee transfers during the initial six months of state employment to the department from another state agency covered by State Policy 60.000.05, or when an employee separates from state employment during that initial six month period and is later reemployed, the vacation hours accrued shall be retained.
2. After six months of employment, any employee may elect, upon transfer, to have a maximum of 80 hours of unused vacation leave transferred to the gaining agency, except that the gaining agency may elect to accept greater amount. The employee shall receive cash elect to accept a greater amount. The employee shall receive cash compensation form the losing agency for unused vacation hours not transferred to the gaining agency to a maximum of 250 hours.

F. Vacation Pay Upon Separation or Movement from Management or Executive to Classified Service

An employee who separates after six months of state service shall be paid for not more than 250 unused vacation leave hours. An employee who moves from management or executive service to classified service, for any reason, shall only retain a maximum of 250 hours of vacation leave upon landing in the classified service. Any hours beyond the 250 hour cap not paid under Section II., C. of this policy shall be lost. Any employee on a military leave of absence without pay may, at the option of the employee, either be paid for unused vacation leave hours or retain them on the agency leave records.

G. Donation of Vacation Leave

An employee having a minimum of six months of state service may voluntarily donate vacation leave, in increments of one hour or more, to an individual employee for whom a donated leave bank has been

established, in accordance with department Policy 20.8.1, Sick Leave with Pay, or applicable collective bargaining agreement.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.