

Chapter: Attendance, Shifts, and Timekeeping
Title: Vacation Leave

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

Vacation leave, also known as annual leave, will be provided to agency employees in compliance with applicable state laws.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the PRS Glossary.

(c) **Procedures.**

(1) **Leave Accrual and Carryover.**

- (A) Vacation leave accrual rates are based on total state service as indicated in the schedule below.
- (B) An employee accrues vacation leave at the applicable rate beginning on the first day of employment and on the first calendar day of each succeeding month of paid state employment.
- (C) An employee's accrual of vacation leave ends on his/her last physical day on the job.
- (D) An employee who is in a paid status during any part of a calendar month will accrue vacation leave for that entire month.
- (E) An employee who is in unpaid status for a full calendar month will not accrue vacation leave for that month, unless the employee is on unpaid status due to being called to active military duty during a national emergency. In addition, unless the full month in unpaid status is for military leave, the month will not count towards the employee's state service for the purpose of vacation leave accrual rates.
- (F) An employee's unused vacation leave may carry over from one fiscal year to the next, subject to the maximum carryover limits set forth in the schedule below. Accrued vacation leave hours exceeding the maximum carryover at the end of a fiscal year (August 31) will be credited to the employee's sick leave balance in September.
- (G) If an employee was hired on the first workday of a month, the employee's increase in vacation leave accrual rate will be effective on the first calendar day of the employee's anniversary month. Otherwise, the increased accrual begins on the first calendar day of the following month.
- (H) A part-time employee accrues vacation leave on a proportionate basis. The maximum carryover for a part-time employee is also on a proportionate basis.

(I) The following is the schedule of vacation leave accruals and maximum carryovers:

Length of State Service *	Vacation Leave Accrual Rate	Maximum Carryover to Next Fiscal Year
Less than 2 years	8 hours	180 hours
At least 2 but less than 5 years	9 hours	244 hours
At least 5 but less than 10 years	10 hours	268 hours
At least 10 but less than 15 years	11 hours	292 hours
At least 15 but less than 20 years	13 hours	340 hours
At least 20 but less than 25 years	15 hours	388 hours
At least 25 but less than 30 years	17 hours	436 hours
At least 30 but less than 35 years	19 hours	484 hours
At least 35 years or more	21 hours	532 hours
* For purposes of computing vacation leave accrual rates for a re-employed retiree who retired from state employment on or after June 1, 2005, months of state service include only the months of state service accrued after retirement.		

(2) **Using Vacation Leave.**

- (A) An employee may not take vacation leave until the employee has accrued six continuous months of total state service. The employee will accrue vacation leave during the six-month period. If an employee is in unpaid status for a full calendar month, the month will not count toward fulfilling the six-month service requirement. The month in unpaid status will not cause the employee to start over on accruing six continuous months of total state service.
- (B) If an employee is on any type of leave on the first workday of a month, the employee may not use that month's accrued vacation leave until he/she has physically returned to work.
- (C) Vacation leave requests must be approved by the employee's supervisor. It is the employee's responsibility to ensure that his/her leave request is approved prior to using leave. Approved requests for vacation leave are subject to rescheduling to ensure the continued effectiveness of the employee's division or facility.
- (D) PRS.27.02 allows the employee to choose the order in which available paid leave balances are used while taking paid leave for vacation purposes, with certain restrictions.
- (E) If a holiday occurs when an employee is on approved vacation leave, the leave is counted as a holiday taken.
- (F) An employee who becomes ill while on approved vacation leave may request to have the leave counted as sick leave. The employee must submit documentation of the illness to his/her supervisor. The supervisor must submit the documentation of the illness to the local human resource administrator to process the leave change request.

(3) **Disposition of Vacation Leave upon Separation from Employment.**

The disposition of vacation leave upon separation from employment will be determined as part of the exit process in accordance with PRS.11.01.