

Personal Leave Quarters
Fiscal Year 2025
Non-Management, Corrections, and State Police

| Pay Period Beginning | Pay Period Ending | Awarded in Check Date | Please Use by* (Pay Period End) |
|-----------------------------|--------------------------|------------------------------|--|
| April 7, 2024 | July 13, 2024 | July 25, 2024 | October 5, 2024 |
| July 14, 2024 | October 5, 2024 | October 17, 2024 | July 12, 2025 |
| October 6, 2024 | January 11, 2025 | January 23, 2025 | July 12, 2025 |
| January 12, 2025 | April 5, 2025 | April 17, 2025 | July 12, 2025 |
| April 6, 2025 | July 12, 2025 | July 24, 2025 | October 4, 2025 |

The hours are available for use only after they have appeared on the HR Advice screen in the Self-Service area of the VTHR system. Employees are advised not to anticipate having hours available to code before they appear in HR Advice.

Please contact Employee Benefits with leave questions by calling 828-6700, Option 1, then Option 3.

*The "Use By" dates do not apply to State Police. Please see the State Police Collective Bargaining Agreement for carry-over provisions.