

## **Number 14.3 - PERSONAL LEAVE**

**Effective Date:** March 1, 1996

**Applicable To:** All classified employees with the Executive Branch of the State of Vermont.

**Issued By:** Department of Personnel

**Approved By:** William H. Sorrell, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

The purpose of this policy is to establish the policies and procedures by which a classified employee shall receive time off from work for personal use.

It is the policy of the State to provide an incentive for non-management bargaining unit employees to earn personal leave days for not using sick leave, and to provide personal leave days to supervisory/managerial employees to additionally compensate them for their supervisory status.

### **DEFINITION**

**ACCRUAL RATE** - is the number of hours the employee shall accrue per fiscal quarter or fiscal year.

### **GENERAL GUIDELINES**

The Personal Leave Articles of the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA) must be adhered to when administering personal leave.

Personal leave accrual and eligibility shall be pro-rated, as appropriate, for permanent part-time employees.

Temporary employees and individuals performing services under contract do not earn personal leave.

### **NON-MANAGEMENT EMPLOYEES**

Non-management employees shall earn ten (10) hours of personal leave per fiscal quarter providing:

- they do not use more than four (4) hours sick leave;
- they are not on a leave of absence without pay (except for Workers' Compensation leave of absence);

- they are not suspended without pay.

The fiscal quarters begin on July 6, October 6, January 6, and April 6. Non-management employees may earn up to five (5) personal leave days per fiscal year.

If employees change bargaining units during a fiscal year, they will not lose their personal leave and may use them during that fiscal year. However, if the credits were earned during the last quarter of the fiscal year, they will have until the end of the succeeding quarter to use them.

Upon completion of original probation, employees shall be eligible for any personal leave credits earned during the probationary period. Accruals for supervisory employees will be based upon the initial date of hire into the supervisory position.

Non-management personal leave is not paid off at termination of employment. However, employees who are separated due to a Reduction-in-Force will have their personal leave restored if they are re-hired as a result of their mandatory reemployment rights.

**SUPERVISORY EMPLOYEES**

Supervisory employees shall earn personal leave based upon years of continuous service, as of July 1st of each year, as follows:

YEARS OF SERVICE	DAYS EARNED
less than 5 years	3 days
5 - 10	4 days
10 - 15	5 days
15+	8 days

Personal leave is credited accordingly to employees leave balance as of the first full pay period in July of every year.

Supervisors who are in original probationary status cannot receive or use personal leave until they successfully complete probation. Personal leave will be prorated based on the employee's date of hire.

At the end of the fiscal year, if, through no fault of employees, they cannot use their accrued personal leave by the end of the fiscal year, they shall be paid off in cash at the prevailing straight time rates. Otherwise, unused personal leave shall not be

compensable in cash; shall not be convertible to other forms of leave; nor may it be accumulated from accrual year to accrual year.

Employees who are designated as supervisors and become members of the bargaining unit during any portion of the fiscal year shall be credited with personal leave on the following basis: First quarter - 100%

Second quarter - 75%

Third quarter - 50%

Fourth quarter - 25%

Employees who leave a supervisory bargaining unit position to accept another position in State service shall be permitted to retain unused personal leave days on the following basis, prorated for the quarter in which they leave:

First quarter - 25%

Second quarter - 50%

Third quarter - 75%

Fourth quarter - 100%

Supervisory personal leave is paid off at termination of employment, at management's discretion.

### **USE OF LEAVE**

Employees should take personal leave at times that are mutually agreed upon by employees and their supervisors. Leave must be requested in advance by employees and is subject to approval by the appointing authority (or designee).

Employees who receive prorated personal leave time in the fourth quarter may carry it forward and use it in the first quarter of the following fiscal year.