

## **Number 14.0 - ANNUAL LEAVE**

Effective Date: March 1, 1996

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

Issued By: Department of Personnel

Approved By: Kathleen C. Hoyt, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

The State provides employees with an opportunity to accrue annual leave in order to have periods of rest and relaxation from their job, and to promote good health and well-being.

The purpose of this policy is to establish the policies and procedures by which classified employees receive time off from work for vacation or personal convenience.

### **DEFINITIONS**

**ACCRUAL RATE** - is the number of hours the employee shall accrue per complete payroll period of service.

**ACCUMULATION CAP** - is the maximum number of annual leave hours an employee may accumulate.

**ANNUAL LEAVE** - paid authorized absence for vacation or personal convenience.

### **GENERAL GUIDELINES**

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

Employees are encouraged to request annual leave in blocks of time sufficient to ensure rest and relaxation, however, they may request and may be granted briefer amounts of annual leave. During the first six (6) months of employment, annual leave credits are not accumulated and may not be used.

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

## AMOUNT OF LEAVE EARNED AND CAPS

Employees shall be credited with forty-eight (48) hours of annual leave on the first full payroll period following completion of their first six (6) months' of service. The accrual rates and accumulation caps for most employees are as follows:

YEARS OF SERVICE	ACCRUAL PER PAY PERIOD	ACCUMULATION CAP
0-5 years	3.69 hours	240 hours
5-10	4.62	280
10-15	5.54	320
15-20	6.13	340
20-30	6.46	360
30+	7.38	360

NOTE: Certain groups of employees accumulate leave at a different rate of hours per day (such as State Troopers, Fire-Fighters, etc.) in accordance with the terms of the applicable labor contracts.

Permanent part-time employees earn leave on a pro-rated basis based on their assigned number of regularly scheduled work hours.

## USE OF LEAVE

Managers and supervisors are encouraged to try to schedule vacations in accordance with the wishes of their employees, consistent with the needs of the agency or department. However, vacation scheduling is the exclusive prerogative of the appointing authority. Leave must be requested in advance by the employee and is subject to approval by the appointing authority (or designee). Such approval shall not, however, be unreasonably withheld.

Employees shall not be charged annual leave for absence on a legal or administrative holiday.

Employees who are off payroll, or on an unpaid leave of absence for twenty (20) hours or more in a pay period (pro-rated for part-time employees) shall not accrue annual leave for that pay period.

Time spent on a leave of absence to serve in the armed forces of the United States shall be counted for computing total years of employment to determine employees' rates of annual leave accrual.

Employees who separate from State employment are eligible to have up to one-hundred sixty (160) hours of unused annual leave accrual paid as a lump sum with their final paycheck. However, in the event of a classified employee's death or separation due to

retirement directly from active service, the total accrued annual leave balance will be paid as a lump sum.

Employees who fail to give their appointing authority two (2) weeks' notice of their resignation, shall forfeit the number of unused annual leave hours by which the notice is deficient (not to exceed two weeks), unless waived by the appointing authority.

Signed By Kathleen C. Hoyt, August 3, 1999

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Approved, Secretary of Administration