



## **Management Confidential Employees Vacation, Personal Leave, Sick Leave, Holidays\***

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\*As referenced the [Human Resources Policies for Management & Confidential Professional Employees](#)

### **Vacation**

Vacation days do not accrue in any month in which an employee is on leave of absence without pay for an aggregate of more than five (5) working days during that month. Full-time employees employed on a 10-month basis are entitled to a total of 18.33 working days of vacation per calendar year accrued at the rate of 1.833 days per calendar month of service. Full-time employees employed on a 12-month basis are entitled to a total of 22 vacation days each calendar year accrued at the rate of 1.833 days per calendar month of service.

Part-time employees who work twenty (20) or more hours per week and are eligible for benefits shall receive vacation, sick and personal leave on a pro rata basis. Proration of benefits shall be measured by the length of the part-time employee's work week, divided by the length of the work week for full-time employees.

Employees are required to use a minimum of twelve (12) days of vacation per calendar year. Forfeiting required vacation leave time to carry over vacation leave time must be approved by the Chief Human Resources Officer.

Upon separation from State service, an employee shall be compensated for unused vacation days (to a maximum 120 days) at the daily rate of pay at the time of separation. In the event of death, the compensation shall be paid to the employee's estate.

### **Personal Leave**

In addition to annual vacation, each full-time employee shall be granted up to three (3) days of personal leave with pay in each calendar year. Such leave shall be for the purpose of carrying out important personal matters, including the observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Except in emergencies, employees who desire to use personal leave are expected to give reasonable advance notification to their immediate supervisors.

If at any time a part-time Management or Confidential Professional employee is changed to full-time status, they shall receive the remainder of the personal leave time give a full-time employee for the year. Any individual commencing employment in the first four months of the calendar year is eligible for three (3) personal days; in the second four months, two (2) days; and in the last four months no days. Personal leave days not taken within the calendar year may not be carried over to the next year.



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### **Sick Leave**

Full-time employees shall accrue sick leave with pay at the rate of one and one-quarter (1.25) working days per completed calendar month of continuous full-time service commencing with the date of initial employment. No such leave will accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than five (5) working days. Part-time employees shall accrue sick leave monthly on a pro-rated basis.

There shall be unlimited accumulation of sick leave. Upon retirement, however, an employee shall be compensated for one-quarter (.25) of the accumulated sick leave up to a maximum of 60 full days. Payment for accumulated sick leave shall not be included in computing retirement income. Upon the death of an employee who completed ten (10) years of satisfactory state service, the employee's estate shall receive the sick leave compensation which would have been provided to the employee had he/she retired on the date of the employee's death.

### **Purposes of Sick Leave, Medical Certificate**

#### **Earned sick leave is granted for the following reasons:**

- Temporary incapacitation for duty;
- Avoidance of the exposure of others to contagious diseases;
- Dental, medical or eye examination or treatment which cannot be scheduled outside of working hours;
- In the event of death in the immediate family when as much as five (5) working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, child or any other person who is domiciled in the employee's household);
- If critical illness or severe illness or severe injury in the immediate family creates an emergency which requires the attendance or aid of the employee, when up to five (5) working days' leave with pay shall be granted;
- Up to three (3) days paid leave will be provided to a parent at the time of birth, adoption, or taking custody of a child.

#### **Medical certificates are required before sick leave will be granted for the following reasons:**

- Any period of absence of more than five (5) consecutive working days;
- When absence recurs frequently or habitually (as determined by the Human Resources Director); or to
- Adjust vacation leave to sick leave in the event that employee becomes ill while on vacation. Occasionally, the Human Resources Director may require a second medical certificate from a physician of his/her choosing selected from a list of state-approved medical providers.



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### Holidays

If these holidays fall within their working year, employees shall be granted time off with pay for the following twelve (12) holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday (observed the Friday preceding Washington's Birthday)
- Washington's Birthday
- Day of Prayer
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day (observed the Friday after Thanksgiving)
- Thanksgiving Day
- Christmas Day

If a College or Universities' classes are in session on a scheduled holiday, a substitute day may be subsequently taken with the agreement of the President.

If any of these holidays fall on a Saturday or Sunday, employees shall be excused from work in accordance with state practice.