Policy 3001

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Annual Leave **Policy Number**: 3001 **Chapter Title**: Leaves of Absence **Effective Date**: July 1, 2009 **Supersedes Policy Number**: 3001 **Dated**: August 16, 2007
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

Salaried and eligible permanent part-time employees will accrue annual leave (vacation) for each pay period during which they have been on the payroll (work or paid leave) for 40 or more regular hours. The accrual and use of annual leave for salaried and eligible permanent part-time employees will be as described in this policy.

PROVISIONS/REQUIREMENTS

1. Annual leave may not be used until the hours have been credited to employees' leave balances in the SAM II HR/Payroll System. The employees' supervisors must approve use of annual leave in advance of the employees taking time off from work. Annual leave must be taken in 15-minute increments.

2. Annual leave is accrued at variable rates based on the employees' tenure with Missouri state agencies for which employment can be verified. Rates for accruing annual leave and the accrual limits for employees are shown below:

Years With Missouri Government	Maximum AccrualRate Per Pay Period	Accrual Limit
Less than 10	5 hours	240 hours
From 10 to less than 15	6 hours	288 hours
15 or more	7 hours	336 hours

3. Employees will accrue annual leave at the full-time rate described in paragraph 2 for each pay period they are on payroll 80 or more hours. Employees will accrue annual leave at one-half of the full-time accrual rate each pay period they are on payroll 40 hours and will accrue a prorated amount of annual leave according to the percentage of time they are on payroll between 40 and 80 hours.

4. The accrual limits stated in paragraph 2 will be applied as follows: The maximum accrual limits as stated in paragraph 3 will be applied as follows:

A. At the end of each 12-month period of November 1 through October 31, annual leave balances exceeding the maximum accrual limits will lapse and be reduced to the allowed accrual limit. These adjustments will be made based on the employees' annual leave balances in the SAM II HR/Payroll System following the last regular payroll run for the month of October.

B. Annual leave accrued with other Missouri state agencies prior to employment with the department may be transferred to the department as annual leave credit, provided the individuals assume employment with the department within 30 days after terminating from the payroll of the other agencies. These individuals may transfer up to their accrual limit. Colleges/universities in Missouri and some other public entities or organizations are not considered "state agencies" under this policy. The transfer of accrued annual leave from one of these organizations will be allowed only if the State of Missouri has a "Leave

Reciprocity" agreement with the organization. Contact the local Human Resources office to learn if an organization has signed a "Leave Reciprocity" agreement with the state.

C. Salaried and permanent part-time employees who are retiring or terminating employment with the department will be paid for their accrued time, up to their accrual limits, after their last day on payroll.

5. If an official holiday falls on an employee's normal workdays and the employee is scheduled to be on annual leave, the employee will not be charged eight hours of annual leave for this day.

6. Employees who sustain a lost time, compensable injury on the job may elect to receive payment for part or all of their accrued annual leave and/or compensatory time concurrently with weekly workers' compensation indemnity payments. (Refer to Personnel Policy 0507, "Workers' Compensation.") The accrued annual leave and/or compensatory time paid cannot exceed the number of days the employees are eligible for workers' compensation indemnity payments. While receiving workers' compensation indemnity payments, employees will continue to accrue annual leave based on the rates stated above.

7. Employees who are terminating employment may not use annual leave (or compensatory time) and will not accrue additional annual leave following their last day of work, with two exceptions:

A. The employees are retiring (see paragraph 8).

B. The employees are using paid leave while off work due to an injury or illness. If any injury or illness is involved, documentation from a treating physician will be required.

8. Employees who are retiring may elect to use all or a portion of their accrued annual leave (and/or compensatory time) to bridge the time between their last day of work and their effective date of retirement. Once employees have signed their retirement papers, they will continue to accrue annual leave while using paid leave between their last day of work and their effective date of retirement.

9. Employees who will be going on military leave without pay have the option of using (for whatever time is needed/requested prior to changing to military leave without pay status) or retaining all or a portion of their accrued annual leave and/or compensatory time. See Personnel Policy 3502, "Military Service or Training Leave."

10. Any accrued annual leave may be designated as paid family and medical leave by employees or the department, if applicable. See Personnel Policy 3512, "Family and Medical Leave Act," for appropriate guidelines. Compensatory time may be designated as paid family and medical leave by employees, but not by the department.

11. In the case of either educational leave without pay or special leave without pay, employees have the option of using (for whatever time is needed/requested prior to changing to leave without pay status) or retaining all or a portion of their accrued compensatory time and/or up to their accrual limit of annual leave after their last day of work. See Personnel Policies 3504, "Educational Leave Without Pay," and 3509, "Special Leave Without Pay."

12. In the event of the death of an employee, compensation for any accrued annual leave (including that which may be beyond their accrual limit) and compensatory time shall be forwarded to the employees' designated beneficiaries or to their estates.

13. When employees are approved to take a leave of absence without pay, they must determine in advance if they want to use any of their annual leave and/or compensatory time. Any annual leave or compensatory time used must be used prior to changing to leave without pay status. Once leave without pay status has started, intermittent use of annual leave and/or compensatory time will not be allowed.

14. Employees who will be placed on suspension without pay due to felony charges have the option to use a portion or all of their accrued annual leave and/or compensatory time prior to going to unpaid suspension status. This paid leave/time must be used consecutively. See Personnel Policy 2500, "Standard Rules of Conduct." Employees on suspension for reasons other than a felony charge may not use annual leave or compensatory time while on suspension without pay.

CROSS REFERENCES

Personnel Policy 0507, "Workers' Compensation"

Personnel Policy 2500, "Standard Rules of Conduct"

Personnel Policy 3502, "Military Service or Training Leave"

Personnel Policy 3504, "Educational Leave Without Pay"

Personnel Policy 3512, "Family and Medical Leave Act"

PROCEDURE

3001, "Annual Leave"

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