



Vacation Leave Accrual Guidelines

The following table provides the vacation leave accrual rates and maximum allowable carryover (from one fiscal year to the next) for full-time employees. All hours in excess of the maximum allowable carryover left at the end of a fiscal year will be credited to the employee's sick leave balance as of the first day of the next fiscal year.

There are different vacation accrual rates for return-to-work retirees who retired on or after June 1, 2005. The vacation accrual table for those return-to-work retirees is [here](#).

An employee must complete the required years of employment to be entitled to receive the higher rate of vacation leave accrual (e.g., the employee must complete 15 years of employment to accrue 13 hours vacation leave per month). The employee's anniversary date is used to calculate the length of employment for the accrual rate. Credit for the higher rate of accrual, as shown in the table, will be given on the first calendar day of the month if the anniversary date falls on the first calendar day of the month. Otherwise, the increase in vacation accrual will occur on the first calendar day of the following month.

In determining length of service, the correct method of computation is to count only actual days, months, and years of employment as stated in Attorney General's Opinion No. H-341 (July 3, 1974). (See also State Auditor interpretations dated 10/15/79 and 06/04/87).

Vacation accrues from the first day of employment, and ends on the last day of duty. If the employee is on any type of paid leave which extends into a subsequent month, any vacation leave accrual for the month of paid leave will not be posted until the date of his or her return to duty. Specifically, an employee who is on leave the first day of the month must return to duty before being eligible to use leave accrued for that month. If an employee goes on paid leave and does not return to duty before terminating employment, the employee is not entitled to leave accrued during the leave of absence.

Schedule of Vacation Leave Accruals for Full-Time Employees

Length of State Service	Hours Accrued per Month	Maximum Carryover
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 years and over	21	532