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Now we will discuss the benefits options available to you as a state employee and employee of the Department of Public Safety. This training is important because it introduces you to both State as well as Departmental (agency-specific) benefits and the various leave programs that are available.

VACATION LEAVE

- ▣ Based on years of Service
- ▣ Is earned after an employee has worked 1/2 of the workdays in a month.
- ▣ Up to 240 hours per year may be accrued. On December 31, any time over 240 hours will be converted to sick leave.
- ▣ At separation, an employee will be paid the balance of their vacation leave up to a maximum of 240 hours.

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An employee earns vacation leave for the month if in pay status for half the employee's work schedule (pay status is when working, on paid leave, holidays, or on workers' compensation leave). Part-time employees earn a prorated amount depending on the time worked.

Up to 240 hours per year may be accrued. On December 31, any time over 240 hours will be converted to sick leave.

At separation, an employee will be paid the balance of their vacation leave up to a maximum of 240 hours. Anything above 240 hours can not be paid. Leave is paid through the nearest tenth of an hour and if an employee is overdrawn on leave, a deduction will be made from their final paycheck.

ACCRUAL RATES			
Years of Total State Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	9 hrs. 20 mins.	112	14
5 but less than 10 years	11 hrs. 20 mins	136	17
10 but less than 15 years	13 hrs. 20 mins.	160	20
15 but less than 20 years	15 hrs. 20 mins.	184	23
20 years or more	17 hrs. 20 mins.	208	26

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As you can see from this chart, vacation leave earning rates increase with the years of service. As a new hire with less than five years of state service, your vacation earning rate starts at 9.33 hours and progressively increases at the 5, 10, 15, and 20 year mark.

Part-time employees earn a prorated amount depending on the time worked.

SICK LEAVE

- ☐ 8 Hours earned per month
- ☐ Earned after ½ of the workdays in a month are worked.
- ☐ Accumulates indefinitely (no maximum)
- ☐ Can be used for self or immediate family:
 - Illness or injury
 - Medical Appointments
 - Temporary Disability (i.e. pregnancy)
 - Adoption
 - Death of Family Member
- ☐ May require a medical doctor's statement/note
- ☐ Unused sick leave at retirement is converted to service time. (20 days = 1 month of state service)
- ☐ At separation, the balance is retained for 5 years and is reinstated if the employee returns to State Government within 5 years.

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State employees earn 8 hours of sick leave per month (equals 96 hours annually or 12 days). Like vacation leave, employees must be in pay status for half the employee's work schedule.

Unlike vacation leave, Sick Leave earning rates do not increase over time and there is no maximum amount of sick leave that can be accumulated.

Can be used for self or immediate family:

- Illness or injury
- Medical Appointments
- Temporary Disability (i.e. pregnancy)
- Adoption
- Death of Family Member

In some cases, management may require a statement from a medical doctor or other acceptable proof that you were unable to work due to personal illness, family illness, or death in the family. Please refer to the chain-of-command at your facility should you have questions as to unit requirements regarding this.

Every 20 days equals one month of state service towards retirement.

Employee's sick leave balances are not paid when an employee separates from State service. If the employee returns to a state agency within 5 years from the date of separation, sick leave can be reinstated. If an employee is overdrawn on leave, a deduction will be made from their final paycheck.

HOLIDAY LEAVE

- ❑ There are 12 paid holidays per year
- ❑ Employees on LOA without pay are not eligible for the holiday. EE's must work ½ or more of the scheduled work days in a month to be eligible .
- ❑ Employees receive Holiday Premium Pay and equal time off if required to work on a holiday.
- ❑ National Guard follows the Federal Holiday Schedule.

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State employees receive 12 paid holidays annually as set by the State Personnel Commission.

Instructor Note: This is a change. Previously State employees were given 11 or 12 days of Holiday leave depending on what day of the week Christmas fell. This change gave 3 days of holiday leave at Christmas, making the yearly total of Holiday leave 12 days regardless of the day of the week that Christmas is on.

Employees on LOA without pay are not eligible for the holiday. EE's must work ½ or more of the scheduled work days in a month to be eligible. Employees receive Holiday Premium Pay and equal time off if required to work on a holiday.

DPS has at least two holiday schedules. Most non-shift employees are assigned to a "normal" holiday schedule as assigned by the Office of State Personnel each year. Depending on where the holiday falls within the week, an "alternate" holiday schedule may be issued for shift employees. Both schedules are made available prior to the new year.

Holidays ("Holiday Leave") are automatically granted by the HR Payroll System (Beacon) to eligible employees. Holiday Leave is given to the employee's Holiday Leave Quota ("bucket") 30 days in advance of the holiday. If not used/taken, holiday leave can remain in the Holiday Leave Quota for 30 days after the date of the holiday. Please note that holidays are not earned until the date of the holiday. So, if an employee uses the holiday prior to the actual holiday and then is not in pay status to earn the holiday, there would be an overpayment.

Note: National Guard employees follow a federal holiday schedule. These employees have the 10 federal holidays plus 2 additional days at Christmas to total the 12 paid holidays approved that year for State employees.

COMPENSATORY LEAVE

- ▣ Subject to Fair Labor Standards Act (S-FLSAOT)
 - Earn overtime at 1½ times the amount of time worked beyond their designated standard hours.
 - These hours are paid out if not taken as time off under the approved leave hierarchy.

- ▣ Not subject to Fair Labor Standards Act (N-FLSAOT)
 - Earn overtime on an hour-for-hour basis for time worked beyond their designated standard hours.
 - These hours will be lost if not taken as time off under the approved leave hierarchy within 365 days from the date the hours are earned.

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Under the State's overtime compensation policy, positions are designated as either subject to Fair Labor Standards Act (S-FLSAOT) or not subject to Fair Labor Standards Act (N-FLSAOT) for overtime based on their position.

S-FLSAOT: Employees designated as S-FLSAOT earn overtime at 1½ times the amount of time worked beyond their designated standard hours. These hours are paid out if not taken as time off under the approved leave hierarchy. To determine the timeframe for payout, consult with your chain-of-command.

N-FLSAOT: Employees designated as N-FLSAOT earn overtime on an hour-for-hour basis for time worked beyond their designated standard hours. These hours will be lost if not taken as time off under the approved leave hierarchy within 365 days from the date the hours are earned.

COMMUNITY SERVICE LEAVE

- ▣ Receive 24 hours per year.
- ▣ Can be used to volunteer in support of schools, communities, citizens and non-profit organizations.
- ▣ Parents may also use the leave for child involvement.
- ▣ State employees wishing to mentor or tutor a student may receive one hour per week (up to 36 hours) instead of the 24 hours annually.
- ▣ Additional time may be given for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.
- ▣ Unused leave is forfeited December 31 and is not paid.
- ▣ Is transferable between State Agencies.

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State employees are allowed up to 24 hours per calendar year to volunteer in support of schools, communities, citizens and non-profit organizations. Parents may also use the leave for child involvement. State employees wishing to mentor or tutor a student may receive one hour per week (up to 36 hours) instead of the 24 hours annually.

Additional time may be given for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.

This policy combined Community Involvement Leave, Child Involvement Leave and Volunteer Participation in June 2000.

Unused leave is forfeited December 31 and is not paid.

This leave is transferable between State Agencies.

COMMUNITY SERVICE LITERACY, TUTORING, AND MENTORING LEAVE

- ▣ 5 Hours per Month (not to exceed 45 hours/year) volunteering in a public school literacy program or
- ▣ 1 hour per week (not to exceed 36 hours) in a tutoring or mentoring program in a public or non public school
- ▣ This program is in lieu of regular community service leave.

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In lieu of regular Community Service Leave (24 hours), an employee may choose to: volunteer in a literacy program in a public school for up to 5 hours each month not to exceed 45 hours in a calendar year; or

volunteer in a formal standardized approved tutoring/mentoring program in a public school or a non-public school for one (1) hour of leave for each week, up to a maximum of 36 hours, that schools are in session as documented by the elected board of the local education agency or the governing authority of any charter school or non-public school.

OTHER MANAGEMENT APPROVED LEAVE

May be used for:

- ▣ Emergency Services
- ▣ Blood Donorship
- ▣ Bone Marrow Donorship
- ▣ Disaster Service Volunteer

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Time may be given for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.

It is important to note that this type of leave must be approved in advance.

CIVIL LEAVE

- ▣ Leave with pay is provided to employees when serving on a jury, when subpoenaed as a witness or for a job-related proceeding in connection with official job duties.

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Leave with pay is provided to employees when serving on a jury, when subpoenaed as a witness or for a job-related proceeding in connection with official job duties.

MILITARY LEAVE

The state provides two types of military leave to employees for certain periods of service in the uniformed services.

- ▣ **Military Training:** Provides leave with pay up to the maximum of 120 hours for each fiscal year when performing active duty for training and inactive duty training.
- ▣ **Reserve Active Duty:** Provides leave with full pay up to the maximum of 30 calendar days for each period of involuntary service for members of the uniformed services reserve components when ordered to State or Federal active duty.

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ADVERSE WEATHER

- ▣ Adverse Weather Leave (AWL) may be granted where accumulation of snow or ice, high winds, hurricanes, tornadoes, floods, and other weather events that can cause a variety of safety risks to employees and impede the ability of individuals to travel to and from work.
- ▣ Does not cover child or elder care issues resulting from school/day care center closing decisions that may occur in advance or after adverse weather warnings are issued and expire.
- ▣ When taken, it is time that must be made up. Employees have 90 days from the occurrence of AWL to make up the time.
- ▣ AWL does not apply to positions defined as emergency personnel.

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Adverse Weather Leave (AWL) may be granted where accumulation of snow or ice, high winds, hurricanes, tornadoes, floods, and other weather events that can cause a variety of safety risks to employees and impede the ability of individuals to travel to and from work. The adverse weather policy does not cover child or elder care issues resulting from school/day care center closing decisions that may occur in advance or after adverse weather warnings are issued and expire. For such situations, vacation leave is the appropriate category to account for such absences, or an employee with insufficient leave balance may request permission to take leave without pay.

If management approves adverse weather make-up time, the supervisor shall be responsible for scheduling make-up time within the same pay period as the adverse weather event, if possible. If make-up time cannot be scheduled within the same pay period, management shall schedule the make-up time within 90 days of the adverse weather absence

AWL does not apply to positions defined as emergency personnel/essential staff.

FAMILY MEDICAL LEAVE ACT (FMLA)

- ▣ Is a Federal Benefit.
- ▣ Employee must have 12 months of service
- ▣ Entitles an employee to take 12 weeks (480 hours) of paid or unpaid leave in a 12 month period.
- ▣ Can be used for serious health condition of the employee or immediate family member, birth, adoption, etc.
- ▣ Requires application and medical documentation
- ▣ When returning to work, the employee must return to the same or like position, pay schedule, benefits, etc.
- ▣ The Department continues to pay the health insurance premium for the employee only during this time.

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Family Medical leave is a Federal Benefit that allows an employee 12 weeks of paid or unpaid leave to be used for a serious health condition of the employee or their immediate family member.

Employee must have 12 months of service to request FMLA.

Entitles an employee to take 12 weeks (480 hours) of paid or unpaid leave in a 12 month period. The leave can be taken consecutively or intermittently throughout the year.

Can be used for serious health condition of the employee or immediate family member, birth, adoption, etc.

Requires application and medical documentation

When returning to work, the employee must return to the same or like position, pay schedule, benefits, etc.

While out on approved FMLA, the Department continues to pay the health insurance premium for the employee only during this time.

FAMILY MEDICAL LEAVE QUALIFYING EXIGENCY

- ▣ The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent.
- ▣ FMLA leave for this purpose is called qualifying exigency leave.

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The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent.

FMLA leave for this purpose is called qualifying exigency leave.

FAMILY MEDICAL LEAVE MILITARY CAREGIVER

- ▣ The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave to care for a family member who is a current service member or a covered veteran with a serious injury or illness.
- ▣ FMLA leave for this purpose is called “military caregiver leave.”

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The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave to care for a family member who is a current service member or a covered veteran with a serious injury or illness.

FMLA leave for this purpose is called “military caregiver leave.”

FAMILY ILLNESS LEAVE

- ▣ Is for the employee to provide care for the employee's:
 - ▣ Child
 - ▣ Spouse
 - ▣ Parentwho has a serious health condition.
- ▣ Is NOT for the employee's health condition.
- ▣ Up to 52 weeks in a 5 year period (paid or unpaid)
- ▣ If on Leave Without Pay during this time, the Department does **not** pay the health insurance premium.

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While similar to Family Medical Leave, it allows an employee up to 52 weeks, paid or unpaid, in a 5 year time period to provide care for an employee's child, spouse, or parent who has a serious health condition.

It is NOT utilized for an employees own health conditions.

If on Leave Without Pay during this time, the Department does not pay the health insurance premium.

VOLUNTARY SHARED LEAVE (VSL)

- ▣ If an employee has prolonged medical absences (20+ days) and has exhausted all leave, s/he may request donations of leave from fellow employees.
- ▣ Is a Statewide Benefit (donate/receive between other agencies/universities/school systems)
- ▣ Fellow employees can donate vacation, sick (up to 5 days), and bonus leave.
- ▣ Can not donate more than half of the annual accrual.
- ▣ Minimum donation is 4 hours.

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State employees may donate leave to another employee who has been approved to receive voluntary shared leave.

Voluntary Shared Leave may be used for a medical condition of the employee or of a member of the employee's immediate family.

This is a Statewide Benefit (donate/receive between other agencies/universities/school systems)

Fellow employees can donate vacation, sick (up to 5 days), and bonus leave. An employee cannot donate more than half of the annual accrual.

The minimum amount of sick, vacation and/or bonus leave that may be donated is 4 hours.

The maximum amount of leave a recipient may receive is 1,040 hours. However, management may grant continuation, on a month-to-month basis, to a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

LEAVE QUOTAS

- ▣ Employees with a permanent, probationary, trainee, or time-limited appointment can accrue monthly Vacation & Sick Leave.
- ▣ Part-time (half-time or more) employees earn a prorated amount based on the percentage of their work schedule.
- ▣ Leave accrual will occur in when:
 - An employee is in pay status for 50% of the work days in the month. Pay status includes time worked, holiday leave, approved leave, or any other hours for which the employee is paid;
 - Time has been entered (if ESS, time must be entered, saved, released by employee & approved by supervisor); and
 - Time Evaluation has run.

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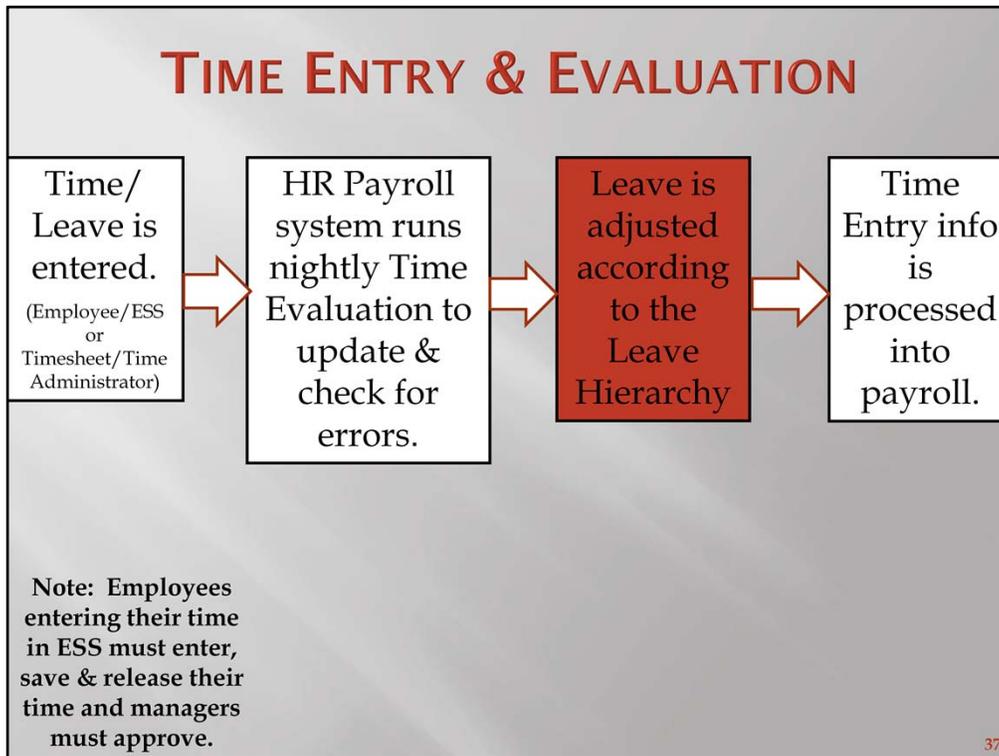
We've now covered all the different types of leave. So now you may be wondering when leave accrues. In other words, when do I actually get my vacation leave or sick leave.

Employees with a permanent, probationary, trainee, or time-limited appointment can accrue monthly Vacation and Sick Leave. Part-time (half-time or more) employees earn a prorated amount based on the percentage of their work schedule.

For leave to accrue, the following must occur:

- An employee must be in pay status for 50% of the work days in the month. Note that pay status includes time worked, holiday leave, approved leave, or any other hours for which the employee is paid;
- Time must be entered (if ESS, entered, saved, released, and approved); and
- Time Evaluation must run.

In most cases, this means that leave accrues around the 15th of the month. Employees will be able to view their Quota Balance s (Leave Balances) online using ESS.



Remember we reviewed this chart earlier that describes how time entry and time evaluation happens. So now that you know how and when leave accrues, let's talk about how your leave balances are managed.

I mentioned that leave is adjusted according to the leave hierarchy. This is very important to understand because you will often enter leave as "Approved Leave" and need to know which of your leave balances that time will be deducted from.

LEAVE HIERARCHY

Approved Leave Hierarchy	Sick Leave Hierarchy
1. Holiday Comp	1. Sick Leave
2. *OT Comp	2. Voluntary Shared Leave
3. *On-Call Comp	3. Advanced Sick Leave
4. Travel Comp	
5. Vacation Leave	
6. Advanced Leave	

Note: Some employees will not have OT Comp buckets b/c payout is immediate.

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The HR Payroll System deducts leave according to a standard leave hierarchy. There is a hierarchy for “Approved Leave” and for “Sick Leave.” The quotas in each hierarchy will be automatically deducted in the order listed.

This means that when a time entry is entered for “Approved Leave,” when the system runs the Time Evaluation, the leave quotas are checked in succession until enough quota is found to cover the recorded absence (i.e. The system will first check the Holiday Comp bucket, then Overtime Comp, then On-Call, etc.).

Please note that some employees (Correctional Officers, Lead Correctional Officers, & Correctional Sergeants) will not have an OT comp bucket because payout for their overtime is immediate. In addition, On-Call Comp is not applicable for the same reason (payout is immediate).

The Sick Leave Hierarchy consists of Sick Leave, Voluntary Shared Leave, and Advanced Sick Leave.

This concludes the information on leave. Are there any questions before we move on?