

Accrual Calendar & Basic Info

NEW HIRE			
Month 1 (next month) 7.5 hrs Vacation	Month 2 7.5 hrs Vacation 7.5 hrs Sick	Month 3 7.5 hrs Vacation	Month 4 7.5 hrs Vacation 15 hrs Sick 7.5 hrs Personal
Month 5 7.5 hrs Vacation	Month 6 7.5 hrs Vacation 7.5 hrs Sick	Month 7 7.5 hrs Vacation	Month 8 7.5 hrs Vacation 15 hrs Sick 7.5 hrs Personal
Month 9 7.5 hrs Vacation	Month 10 7.5 hrs Vacation 7.5 hrs Sick	Month 11 7.5 hrs Vacation	Month 12 7.5 hrs Vacation 15 hrs Sick 7.5 hrs Personal
<ul style="list-style-type: none"> Part-time employees working at least 1/2 the full-time rate accrue leaves at 1/2 the full-time rate in same pattern. Intermittent employees and employees working less than 1/2-time do not accrue leaves. 			
SEPARATE LESS THAN 6-MONTHS AFTER HIRE or REHIRE			
Employees who separate less than 6 months after latest date of hire or rehire do not receive payout of any leave hours. If employee leaves in good standing, those unused and uncompensated leave hours will be restored upon rehire; however, if employee is dismissed, then those hours are forfeited.			
Each REHIRE			
Accrual Date is Adjusted. New Accrual Date will be previous accrual date minus the length of the break in service. Pattern is same as above: Month 1 is the month after the new Adjusted Accrual Date. Balances, if any, are restored from previous service (if not dismissed); however, ask your Agency Payroll Staff for restoration if previous service ended before May 1, 2020.			
BONUS VACATION LEAVE on ACCUMULATION of 5, 10, and 20 YEARS of SERVICE			
On Bonus Vacation Date in Years employee's total service meets each milestone: <ul style="list-style-type: none"> Years 5-9: Add Bonus Vacation of 22.5 hours. Years 10-19: Add Bonus Vacation of 22.5 hours + 37.5 hours (total bonus hours = 60). Years 20 and beyond: Add Bonus Vacation of 22.5 hours + 37.5 hours + 37.5 hours (total bonus hours = 97.5). Pattern for other accruals remains same as above. 			
ACCRUALS & SHORT- and LONG-TERM DISABILITY or UNPAID LEAVES			
<ul style="list-style-type: none"> There are no accruals during the benefit periods of S/LTD nor any unpaid absence in excess of 30 calendar days. Accruals resume on next accrual date after return to work without adjusting the date. Agency Payroll Staff must review and sync UKG balances with PS balances during these interruptions. Employees working at least 1/2-time in own job or PDJ while receiving S/LTD benefits do accrue at 1/2-time rate; manual balance adjustments are required. Employees working full-time PDJ accrue at full-time rate. Bonus vacation accruals in the last 12-months of an S/LTD leave must be manually added to balance in first full pay period following employee's return to work. 			
PERSONAL LEAVE ROLLOVER			
Balance of personal leave is capped at 22.5 hours. If next accrual would exceed cap, then the number of new accrued hours that exceed the cap will rollover to employee's sick leave balance.			
PAYOUTS of ACCRUED LEAVES			
<ul style="list-style-type: none"> Employees who are dismissed forfeit all accrued leaves and are not eligible for any payout nor restoration of leave balances. Payouts appear in final paycheck only if Agency HR Staff enters PS Job Data info in affected pay period. Vacation balance up to 225 hours is paid out upon separation in good standing after 6 months' or more employment. Sick and Personal leaves are not paid out unless as part of RLCP (Retiree Leave Conversion Program) under 31 IAC 5-10-1, et seq. Only one RLCP payout per employee, regardless of any rehire(s). RLCP payouts to employees eligible for retirement: Pays a percentage of accrued leave hours based on years of service up to a statutory maximum. Payout cannot exceed maximum, and leaves must be calculated in quarter-hour increments. 			