

LEAVES OF ABSENCES

Things to Remember:

✓ Employees are responsible for knowing their accrued leave balances.

✓ Employees are responsible for complying with all agency notification requirements for use of accrued leave.

Failing to follow notification requirements and not having the time available to cover absences are both actions subject to discipline.

➤ New employees cannot use the vacation time they accrue until they have been employed for six (6) months.

➤ New employees can use sick time and personal time as soon as it is accrued.

Vacation, Personal, & Sick Leave Accrual Chart			
Month 1 (next month) 1 Vacation	Month 2 1 Vacation 1 Sick	Month 3 1 Vacation	Month 4 1 Vacation 2 Sick 1 Personal
Month 5 1 Vacation	Month 6 1 Vacation 1 Sick	Month 7 1 Vacation	Month 8 1 Vacation 2 Sick 1 Personal
Month 9 1 Vacation	Month 10 1 Vacation 1 Sick	Month 11 1 Vacation	Month 12 (month started) 1 Vacation 2 Sick 1 Personal

Have Questions About Leaves?

To learn more about the requirements for using these types of leave, and/or to learn more about other types of leave, visit: <http://www.in.gov/spd/2396.htm>.

Questions concerning leaves, or other policies, can be directed to your agency's human resources director or by contacting the Employee Relations Division of the State Personnel Department at **1-855-SPD-INHR** (1-855-773-4647).



PERFORMANCE MANAGEMENT TIMELINE

Setting Expectations - January and February

Supervisors meet with employees to set individual performance expectations for the year, based on the overarching goals of the agency. Employees can expect to receive their annual performance appraisal from the previous year during this meeting.

Ongoing Tracking and Feedback – Throughout the year

Throughout the year, there may be various types of feedback provided on how well you are doing. If there are any barriers to completing your goals, **bring it up to your supervisor right away.**

Reviewing Progress – November, December, and January

At the end of the year, your immediate supervisor will discuss your annual performance appraisal with his or her manager and **reach an agreement** on your annual performance appraisal. Your appraisal is also discussed with human resources for guidance and input before it is reviewed and given final approval from the head of your agency.

➤ More information on the performance management process can be found at:
<http://www.in.gov/spd/2394.htm>.

➤ Performance Management classes are available online for both employees and supervisors and can be accessed through PeopleSoft's Learning Management System. Need help? Contact your agency's human resources team or visit:
<http://www.in.gov/spd/2391.htm>.

PERFORMANCE CYCLE

