

Adjustments To Annual Leave Earnings

Background:

For annual leave earnings purposes, an employee returning to State service is entitled to credit for all prior State service, provided the employee has completed 180 days of continuous State service with satisfactory performance. When an employee who meets these criteria returns to State service after a break longer than permitted under reinstatement rules, not only is the employee's entry on duty (EOD) date adjusted **but** also the date upon which the annual leave earnings rate is based. You must send a letter to Employment Services of the Office of Human Resources requesting an adjusted date for annual leave earnings.

At the time of the employee's return to State service with your Agency, determine if the employee had sufficient prior State service to qualify for an annual leave earnings rate earlier than the employee's EOD date. If, **at a later time**, you learn that the employee's annual leave earnings should be adjusted, State regulations require that you insure the employee receives the appropriate annual leave earnings for the entire period of time worked with your agency.

Adjustments:

- ▶ Recalculate the employee's annual leave earnings and/or balances for each year determined at the incorrect earnings rate.
- ▶ If the annual leave adjustment for a prior year causes the balance to exceed the carryover amount allowable, the employee will lose the excess amount.
- ▶ When your annual leave adjustment results in the employee's annual leave balance for a prior year exceeding what may be carried over, you may consider offsetting the additional annual leave against any sick leave taken by the employee during that year.
- ▶ If you learn late in a year that an adjustment is due to the employee's earning and loss of annual leave is possible, consider delaying the processing of the adjustment, with the employee's consent, until the beginning of the next year so that the employee will have the opportunity to schedule as much of the additional leave as possible.
- ▶ If the employee had received leave from the Leave Bank or donated from another employee during the period when additional earnings would have been available, the additional accrued hours should be used first to reduce the number of hours granted under these two programs. Send a letter to Jennifer English with the total hours to be placed in the Leave Bank as a result of these circumstances.

CEH

November 19, 2015