

Alaska

Our employees accrue Personal Leave only. There is no limit on accrual and the entire balance is paid in cash upon separation.

Arkansas

Employees will be paid a maximum of 240 hours of annual leave at the time of termination, although they can have exceeded 40 hours during the calendar year. However, each December 31, the employee's leave is reduced to 240 if it exceeds this maximum.

Colorado

state employees, there is a maximum accrual based on years-of-service bands, which also represents the maximum payout. Here is the table.

Annual Leave			
Years. of Service*	Hrs./Mon.	Max. Accrual**	Payout
1st through 5th	8	192 hrs.	Upon termination or death, unused leave paid out up to the maximum accrual rate.
6th through 10th	10	240 hrs.	
11 th through 15th	12	288 hrs.	
16 th and above	14	336 hrs.	

Delaware

Maximum carryover of annual leave (vacation time) into a new calendar year is 318 hours (37.5 hour schedule) or 336 hours (40 hour schedule). Requests can be made to carryover beyond the max. based on exceptional circumstances and in no case can it be requested two years consecutively for the same employee. (We approve very few of these each year.)

Upon separation (for any reason) from State employment, employees shall be paid for their accumulated annual leave at their current amount, excluding all supplemental and premium pays

Kansas

For the State of Kansas, employees accrue vacation leave each pay period based on their length of service with the State, as well as the number of hours they work in the pay period. The specific accrual rates are set out in the table below:

Hours in Pay Status Per Pay Period	Less Than 5 Years	5 Years & Less Than 10 Years	10 Years & Less Than 15 Years	15 Years & Over
0-7	0.0	0.0	0.0	0.0
8-15	0.4	0.5	0.6	0.7
16-23	0.8	1.0	1.2	1.4
24-31	1.2	1.5	1.8	2.1
32-39	1.6	2.0	2.4	2.8
40-47	2.0	2.5	3.0	3.5
48-55	2.4	3.0	3.6	4.2
56-63	2.8	3.5	4.2	4.9
64-71	3.2	4.0	4.8	5.6
72-79	3.6	4.5	5.4	6.3
80-	3.7	4.7	5.6	6.5
Maximum Accumulation of Hours	144.0	176.0	208.0	240.0

The maximum accumulation of hours is the maximum number of hours that an employee may carry forward from one fiscal year to the next. Any amount in excess of the maximum accumulation is forfeited at the end of the pay period, although up to 40 hours of such “overage” may be converted to an employee’s sick leave balance at that time. The maximum accumulation is also the maximum amount that is paid out to employees upon separation.

All of these provisions are set out in regulation, which can be viewed at the following links:

<http://da.ks.gov/ps/documents/regs/art-9.htm#1-9-4>

<http://da.ks.gov/ps/documents/regs/art-9.htm#1-9-13>

Kentucky

Kentucky State Employees accrue vacation time based upon months of service. Please see the chart below....

Section 1. Annual Leave. (1) Accrual of annual leave.

(a) Each full-time employee shall accumulate annual leave at the following rate:

Months of Service	Annual Leave Days
0-59 months	1 leave day per month; 12 per year
60-119 months	1 1/4 leave days per month; 15 per year
120-179 months	1 1/2 leave days per month; 18 per year
180-239 months	1 3/4 days per month; 21 per year
240 months & over	2 leave days per month; 24 per year

The amount of vacation time to be paid out at resignation or retirement from state service is also based upon months of service as show in the chart below.

Months of Service	Maximum Amount
0-59 months	Thirty (30) workdays
60-119 months	Thirty-seven (37) workdays
120-179 months	Forty-five (45) workdays
180-239 months	Fifty-two (52) workdays
240 months and over	Sixty (60) workdays

Also, these are the amounts that can be carried forward from one year to the next. Excess vacation time is converted to sick leave at the end of the year or upon retirement from state service.

Maine

In Maine, there is no payout of Sick Leave. Regarding Vacation Leave, employees with less than 15 years of service may accrue and be paid 240 hours and employees with more than 15 years may accrue and be paid 320 hours. Employees may also accrue and be paid 240 hours of Compensating Time. All payouts are at the time of separation from state service regardless of reason.

Massachusetts

Massachusetts Executive Branch state employees earn between 2 weeks (10 days) and 5 weeks (25 days) vacation per year (accrued on a monthly basis). The length of service determines how many weeks an employee is awarded.

Vacation time earned in calendar year 2009 needs to be used by 12/31/10. Any unused time is forfeited unless the agency head requests an extension from the Human Resources Division due to extenuating circumstances.

We also earn sick time (15 days/yr - no cap – carried on the books forever) and 3 personal days per calendar year (use by 12/31 each year or days are lost.)

When someone leaves employment for any reason they receive their full vacation leave balance (maximum would be 4-10 weeks depending on their annual vacation accrual (max balance= 2 years at one time.)

Montana

annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually.

Nevada

“Annual leave that is accrued in excess of 30 working days must be used by January 1, after which it will be forfeited. To avoid forfeiture, a request for permission to take annual leave must be submitted to your supervisor by October 15. Annual leave in excess of the 30 working days, which is requested by this date, but denied in writing, is eligible for payment. Payment for unused leave will be made by January 31.

If you separate from State service and have worked at least six months, you will be paid for any unused annual leave you have accumulated.”

(State of Nevada Employee Handbook, page 22)

NRS 284.350 Annual leave.

1. Except as otherwise provided in subsections 2, 3 and 4, an employee in the public service, whether in the classified or unclassified service, is entitled to annual leave with pay of 1 1/4 working days for each month of continuous public service. The annual leave may be cumulative from year to year not to exceed 30 working days. The Commission may by regulation provide for additional annual leave for long-term employees and for prorated annual leave for part-time employees.

2. Except as otherwise provided in this subsection, any annual leave in excess of 30 working days must be used before January 1 of the year following the year in which the annual leave in excess of 30 working days is accumulated or the amount of annual leave in excess of 30 working days is forfeited on that date. If an employee:

(a) On or before October 15, requests permission to take annual leave; and

(b) The employee's request for leave is denied in writing for any reason,

↳ the employee is entitled to payment for any annual leave in excess of 30 working days which the employee requested to take and which the employee would otherwise forfeit as the result of the denial of the employee's request, unless the employee has final authority to approve use of the employee's own accrued leave and the employee received payment pursuant to this subsection for any unused annual leave in excess of 30 working days accumulated during the immediately preceding calendar year. The payment for the employee's unused annual leave must be made to the employee not later than January 31.

3. Officers and members of the faculty of the Nevada System of Higher Education are entitled to annual leave as provided by the regulations adopted pursuant to subsection 2 of [NRS 284.345](#).

4. The Commission shall establish by regulation a schedule for the accrual of annual leave for employees who regularly work more than 40 hours per week or 80 hours biweekly. The schedule must provide for the accrual of annual leave at the same rate proportionately as employees who work a 40-hour week accrue annual leave.

5. No elected state officer may be paid for accumulated annual leave upon termination of the officer's service.

6. During the first 6 months of employment of any employee in the public service, annual leave accrues as provided in subsection 1, but no annual leave may be taken during that period.

7. No employee in the public service may be paid for accumulated annual leave upon termination of employment unless the employee has been employed for 6 months or more.

8. Upon the request of an employee, the appointing authority of the employee may approve the reduction or satisfaction of an overpayment of the salary of the employee that was not obtained by the fraud or willful misrepresentation of the employee with a corresponding amount of the accrued annual leave of the employee.

[2:273:1953] + [Part 42:351:1953; A 1955, 411]—(NRS A 1960, 123, 486; 1961, 425; 1963, 196, 1047; 1969, 1427; 1979, 722; 1981, 563, 1041, 1745; 1983, 635; 1989, 931; 1991, 1171; 1993, 378; 1995, 185; [2003, 1446](#))

New Hampshire

We have leave accrual maximums for both sick and annual – both are detailed in the Collective Bargaining Agreement and I've pasted the specific language as well as the link.

<http://admin.state.nh.us/HR/documents/2007-2009%20CBA%20between%20State%20and%20SEA%20signing%207-19-07.pdf#ArticleX>

Annual

10.1. **Entitlement:** Full-time employees in the bargaining unit will be entitled to annual leave with full pay based on the formula given below. Each employee's entitlement shall be computed at the end of each completed month of service. Employees rendering seasonal or temporary service in excess of six (6) months, shall be entitled to annual leave at the same rate for time actually worked. Annual leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous	Days accrued per		Maximum
Years Worked	Month	Year	Accrual
0 thru 1	1	12	12*
2 thru 8	1-1/4	15	32
9 thru 15	1-1/2	18	38
16 thru 20	1-3/4	21	44
21 plus	2	24	50

10.5. **Payment of Annual Leave:** Upon resignation, retirement, or dismissal of any employee in the bargaining unit, he/she shall receive a sum equal to the number of days of annual leave remaining to his/her credit, provided that any or all amounts may be applied to offset any amounts owed the state by the employee. In the event of death of an employee while in the bargaining unit, a sum equal to the number of days annual leave remaining shall be paid to his/her estate.

Sick

11.1. **Entitlement:** Full-time employees in the bargaining unit will be entitled to accrue sick leave in accordance with the formula given below. The purpose of sick leave is to afford employees protection against lost income from absences due to illness or injury and, in particular long-term disability due to catastrophic illness or injury. Sick leave is not intended to supplement other leave provisions of this Agreement and is intended to be used only for the purpose set forth

herein. Sick leave shall be computed at the end of each completed month of service. Employees rendering seasonal or temporary service in excess of six (6) months, shall be entitled to accrue sick leave at the same rate for time actually worked. Sick leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous Years Worked	Days Accrued		
	per Month	Year	Maximum Accrual
0 thru 8	1 ¼	15	90
9 thru 15	1 ¼	15	105
16 plus	1 ¼	15	120

11.1.3. **Payment:** Upon retirement under the provision of RSA 100-A:5 and RSA 100- A:6 only, or upon eligibility under RSA 100-A:5 but electing to receive a lump sum payment in lieu of an annuity, an employee shall receive payment in a sum equal to 50% of the number of sick leave days remaining to the employees credit. However, the total number of days eligible for payment shall not exceed sixty (60) days.

11.1.4. **Payment:** Upon retirement under RSA 100-A:5 or 6 or termination as a result of a reduction in force, an employee shall receive payment in a sum equal to 50% the number of sick leave days remaining to the employees credit. However, the number of days eligible for payment shall not exceed sixty (60) days.

New Mexico

No limit on accrual. You may only roll-over 240 hours into a new calendar year, anything over that is lost if not used. At the time of separation you are paid out all annual leave up to a maximum of 240 hours unless is payment due to the employees death and then it is all hours paid out to the estate

New York

our employees can accrue a maximum of 300 hours. We do allow them to accrue over that amount, but they must be down to 300 by certain dates (depending on their negotiating unit) or lose the excess. Employees can be paid a maximum of 225 hours when they leave state service.

North Carolina

Leave Earnings

Years of Total State Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2 years	7 hrs. 50 mins.	94	11 3/4
2 but less than 5 years	9 hrs. 10 mins.	110	13 3/4
5 but less than 10 years	11 hrs. 10 mins.	134	16 3/4
10 but less than 15 years	13 hrs. 10 mins.	158	19 3/4
15 but less than 20 years	15 hrs. 10 mins.	182	22 3/4
20 years or more	17 hrs. 10 mins.	206	25 3/4

Vacation leave may be accumulated without any applicable maximum until December 31st of each year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours.

On December 31st of each year, any employee with more than 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only 240 hours are carried forward to January 1st of the next calendar year.

Oregon

For the State of Oregon the accrual limit is generally 350 hours of vacation leave. Upon separation the employee would be paid no more than 250 hours of vacation leave. Union represented positions are typically at the same limits, but any specific leave language in the particular collective bargaining agreement would take precedence over the standard cap and payout limit.

Pennsylvania

All employees, with the exception of troopers, may carryover up to 45 days of vacation time into the next year. As a courtesy, days over the maximum are extended for seven pay periods into the new year for employees to use the leave. Leave not used after that time is

converted to sick leave to the maximum sick leave accrual (300 days). Troopers may carryover 60 days, but there is no conversion of the leave to sick leave if not used within the first seven pay periods. All accrued leave, including any extended leave, is paid at 100% at separation.

Rhode Island

For 35 hour employees, the total is 370 paid hrs.

For 40 hour employees, the total is 448 paid hrs.

South Carolina

An employee with service time of less than 10 years earns annual leave at the rate of 1 1/4 workdays per month (112.5 hours per year, based on a 7.5 hour workday). An employee who works less than 12 months a year accrues annual leave at the same rate as other employees in FTE positions, but only for the months the employee is in pay status. An employee with State service time of more than 10 years earns a bonus of 1 1/4 workdays of annual leave per year for each year of service over 10 years.

Generally, an employee may carryover 45 workdays (337.5 hours per year, based on a 7.5 hour workday) of annual leave from one calendar year to the next.

Upon separation from employment, an employee will receive a lump-sum payment for unused annual leave not to exceed 45 days (337.5 hours per year, based on a 7.5 hour workday). Exceptions: (1) Retired members of the South Carolina Police Retirement System (PORS) who are hired by the State are not eligible for a lump-sum payment for unused leave regardless of initial retirement date. (2) Employees who began participation in the Teacher and Employee Retention Incentive Program (TERI) program after June 30, 2005, are not eligible for a lump-sum payment upon their entrance into the TERI program. They are eligible for a lump-sum payment when their TERI period ends or when they otherwise separate from State service. (3) All other retirees who were hired by the State after June 30, 2005, are not eligible for a lump-sum payment for unused leave.

Tennessee

The amount of annual leave time an employee is paid when they leave state service is based on the number of years of service. There is a maximum amount of annual for up to 5 years of service, for 5 to 10 years of service, for 10 to 20 years of service and for over 20 years of service.

The employee is allowed to accrue annual leave over their maximum until the month of their last hire date. If they are over their maximum at the end of the month they were last hired in the overage of annual leave transfers to the sick leave balance. If the employee resigns before the last day of the hire month they can be paid for the amount over the maximum annual leave balance.

For example: I am hired on August 18, 1980 and my maximum annual leave balance is 315.0 hours. I can carry an annual leave balance over the maximum each year until August 31, if I resign before August 31 I can be paid for my entire annual leave balance. If I elect to wait and resign September 1 then I would be paid the 315.0 hours because anything I had over that amount transferred to sick at the end of the day August 31.

Annual (All Purpose) Leave is accrued based on years of salaried state service and employment status, i.e., full-time or part-time.

Virginia

The accrual rate for annual leave, the maximum amount of accrued annual leave that an employee may carry over from one leave year (January 10 – January 9) to the next, and the maximum amount of annual leave payable upon separation from state service are determined as shown in the following chart.

Full-Time Classified Employees				
Years of Service	Pay Period	Accrual Rate	Maximum Carryover	Maximum Payment
under 5 years		4 hours	192 hours (24 days)	192 hours (24 days)
5-9 years		5 hours	240 hours (30 days)	240 hours (30 days)
10-14 years		6 hours	288 hours (36 days)	288 hours (36 days)
15-19 years		7 hours	336 hours (42 days)	288 hours (36 days)
20-24 years		8 hours	384 hours (48 days)	336 hours (42 days)
25 years or more		9 hours	432 hours (54 days)	336 hours (42 days)

Part-time salaried employees accrue leave at a rate proportionate to the number of hours worked.

An employee's annual leave balance is paid out, up to the maximum amount, upon separation/termination from state government.

Here is the link to our annual leave policy in the event this chart doesn't "hold up" during email transmission. http://www.dhrm.virginia.gov/hrpolicy/web/pol4_10.html Let me know if you need anything else!

West Virginia

The maximum annual leave (vacation time) an employee with at least 15 years of qualifying service (tenure) can carry from one calendar year to the next is 40 days (use it or lose it). It is less for employees with less service. However, the employee can be paid on separation for all annual leave accrued and unused at the time of separation.

For example, an employee with 20 years of qualifying service earns 2 days of annual leave/month and can carry over 40 days of annual leave from one calendar year to the next. If the employee carried 40 days forward, did not take any annual leave, and resigned effective June 30th, the employee would be paid 52 days of (terminal) annual leave --- 40 days carried over plus 12 days earned @ 2 days/month for six months.

In certain unusual circumstances, the Governor, by Executive Order, may allow more than the usual maximum amount of annual leave to be carried forward to the new calendar year. The circumstances generally are such that employees could not take scheduled leave because they had to provide services: e.g., flooding, extreme snow, etc. The Executive Order will specify which employees are affected and how long they have to use the excess leave.

Leave Accrual

Annual leave is accrued based on the table below. Employees may accrue up to a total of 360 hours. Upon termination for any reason, the employee is paid for any accrued annual leave. Any balance over the 360 hours limit is forfeited to their retirement account and is used as retirement credit.

Complete Months of Service	Paid Semi-Monthly	Paid Monthly
0 through 60	5 hours per pay period	10 hours per month
60 < through 120	6 hours per pay period	12 hours per month
120 +	7 hours per pay period	14 hours per month

Sick Leave is accrued at the rate of five hours per pay period or ten hours per month. Employees can accrue up to a total of 720 hours. Any balance over the 720 hour limit is forfeited to their retirement account and is used as retirement credit. Upon termination, the employee may not be paid for any accrued sick leave. The balance is held and can be restored if they return to state employment or, in the event of retirement, it is converted into retirement credit.

5-10.2 Paid Leave

(a) Leave accrual and accumulation.

(1) Annual and personal leave.

(A) Initial annual leave grant. Upon entry into the classified service, an eligible employee is credited with an initial annual leave grant of 16 hours, which is immediately available for use, upon approval of the appointing authority. The 16 hours of annual leave cannot be credited to an employee more than once in a calendar year.

(B) Annual leave accrual and accumulation. An eligible employee has annual leave credited in accordance with the following leave table:

1. Years of Service	2. Hours of Annual Leave Accrued (for 80 hours of service)	3. Maximum Accumulation (total hours of annual and personal leave)	4. Maximum Accumulation That May Be Paid Off
Less than 1	4.0	296	256
1 - 5	4.7	296	256
5 - 10	5.3	311	271
10 - 15	5.9	326	286
15 - 20	6.5	341	301
20 - 25	7.1	346	306
25 - 30	7.7	356	316
30 - 35	8.4	356	316
35 - 40	9.0	356	316
40 - 45	9.6	356	316
45 and above	10.2	356	316

(C) Prorated annual leave. An employee paid for less than 80 hours in a biweekly pay period is entitled to a prorated amount of annual leave. Paid service in excess of 80 hours in a biweekly pay period is not counted.

(D) Personal leave. In addition to annual leave, an eligible employee with at least 6 months of continuous satisfactory service on October 1 of each year is credited with 16 hours of personal leave.

(E) Maximum accrual. An employee may accumulate credited annual and personal leave hours up to the combined maximum authorized in column 3 of the leave table in subsection (a)(1)(B). Any annual or personal leave hours earned above the maximum accrual cannot be credited and the hours are lost.

(F) Maximum payoff. If any employee receives a payoff of all accumulated annual and personal leave hours, the maximum amount that may be paid off is the amount authorized in column 4 of the leave table in subsection (a)(1)(B). Any annual or personal leave hours accumulated above the maximum amount authorized in column 4 are lost if not used before payoff.