

7119 ANNUAL LEAVE

7119.1 Annual leave is scheduled paid leave earned by an employee for absence from duty without loss of pay for a vacation or time allowed for personal or emergency purposes. Annual leave will be accrued at the following rates:

- (a) Less than 3 years of service $\frac{1}{2}$ day (4 hours) per pay period or 13 days per year;
- (b) 3 to 15 years of service $\frac{3}{4}$ day (6 hours) per pay period or 20 days per year; and
- (c) 15 or more years of service 1 day (8 hours) per pay period or 26 days per year.

7119.2 Annual leave may be saved. For most employees, a maximum of two hundred forty (240) hours may be carried over from year-to-year. In certain circumstances, annual leave that has been lost because of administrative error or public business may be restored. Such restored leave shall be credited to a separate leave account to be used within two (2) years.

7119.3 At termination of employment with the Authority, an employee will be paid a lump sum for any unused annual leave. In the event of death, unused annual leave is paid to survivor(s). Payment follows the same order of precedence or is made in accordance with specific designation.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6926-6927 (December 8, 1995).