

Personal Leave (vacation) for Twelve-Month Employees

Summary/Purpose: This policy provides information regarding the accrual rate of personal leave (vacation) time that permanent twelve-month employees receive along with guidelines concerning approval of leave time, when personal leave should be taken, payment for terminated and retiring employees, and payment in the event of an employee's death.

Twelve-month permanent full-time employees and temporary employees who are benefits eligible may accrue Personal (vacation) Leave in increments as follows. Employees who work one-half time or more will earn leave credit on a pro-rata basis. Accumulation amounts are unlimited.

Continuous Service	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	12 hours	144 hours
37 months to 8 years	14 hours	168 hours
97 months to 15 years	16 hours	192 hours
Over 15 years	18 hours	216 hours

Personal (vacation) Leave may be taken at a time approved by the department head.

Personal (vacation) Leave, Compensatory Leave, or Leave Without Pay must be used for the first eight hours of an employee's illness or illness of a member of the employee's immediate family, except for regularly schedule visits to a physician's office or a hospital for the continuing treatment of a chronic disease or serious medical or mental health condition, as certified in advance by a physician. For purposes of this policy, physician means a doctor of medicine, mental health, osteopathy, podiatry, or chiropractor.

For purposes of this policy, immediate family is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, father- or mother-in-law, or brother- or sister-in-law.

Employee absences due to a work-related injury for which temporary workers' compensation disability benefits are paid shall not use accrued Personal (vacation) and/or Major Medical (sick) Leave simultaneously with workers' compensation benefits if the aggregate payments exceed one hundred percent (100%) of regular wages earned while in state employment at the time of injury. Accrued Personal (vacation) and Major Medical (sick) Leave may be used in increments fewer than eight (8) hours per day to constitute the difference between the amount of temporary workers' compensation disability benefits received and one hundred percent (100%) of earned wages while in state employment at the time of injury, as calculated by Human Resources.

Any employee may donate a portion of their earned Personal (vacation) and/or Major Medical (sick) Leave to another employee who is suffering from a catastrophic injury or illness or to another employee who is caring for a member of his or her immediate family

who is suffering from a catastrophic injury or illness, as defined in the Donated Leave policy. The maximum amount of earned Personal (vacation) and/or Major Medical (sick) Leave that an employee may donate to a qualifying recipient may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of Personal (vacation) and less than fifty percent (50%) of his or her earned Major Medical (sick) Leave. Leave must be donated in twenty-four (24) hour increments. The maximum amount of donated leave an employee may receive without returning to work is 720 hours.

Employees may be granted a maximum of 240 hours accumulated Personal (vacation) Leave within the 6 month period immediately preceding termination. This leave can be taken with the approval of the employee's supervisor and may be denied if such leave causes a major problem in the workload distribution within the unit. However, employees may utilize all their accumulated Personal (vacation) Leave within the last 6 months of employment for certified medical reasons. A number of situations may deem it necessary for an employee to finalize issues with the Department of Human Resources; therefore, individuals are normally expected to be present at their duty station on their last day of employment.

Payment of accrued leave is permissible only upon termination of employment. A change of status from twelve-month employment to nine-month employment does not constitute termination, and terminal payment of accrued leave will not be made at that time. Any accrued Personal (vacation) leave for this type of employee will continue to be accounted for by the University and will be paid upon termination to employees who are not participating in the Public Employees' Retirement System of Mississippi (PERS). Employees may be paid for the unused portion of their earned Personal (vacation) Leave to a maximum of 240 hours; employees participating in PERS will have the remaining balance submitted to PERS and counted as creditable service for retirement.

Employees terminating from the University may be paid for the unused portion of their earned Personal (vacation) Leave to a maximum of 240 hours, unless transferring to another state agency in Mississippi without a break in service. Transferring employees will have earned Personal (vacation) and Major Medical (sick) Leave balances transferred to the new state agency.

Should an employee die having accumulated Personal (vacation) Leave credit, the wages or salary for the total unused Personal (vacation) Leave time shall be paid to the person designated by the employee for this purpose, or in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees' Retirement System of Mississippi.