

Annual Leave Accrual Rates

And

Maximum Carryover Limits

Years of Service	AL Hours Accrued Per Pay Period	Maximum AL Carryover Limits	Maximum AL Payment Limits
Up to 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5 years	5 hours	240 hours (30 days)	240 hours (30 days)
10 years	6 hours	288 hours (36 days)	288 hours (36 days)
15 years	7 hours	336 hours (42 days)	288 hours (36 days)
20 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years	9 hours	432 hours (54 days)	336 hours (42 days)

Definitions

Annual Leave Period: January 10- January 9

Determining the Accrual Rate: In general, all periods of salaried state service count in setting the accrual rate.

Requesting and Using leave: Employees cannot use annual leave until it is accrued. Hours accrued in one pay period are available for use the following pay period.

Approval: Employees must request and receive approval from their supervisors to take annual leave. Employees should make their requests for leave as far in advance as possible. When practical, and for as long as PVCC's operations are not affected adversely, supervisors will attempt to approve an employee's request for annual leave. However, supervisors may deny the use of annual leave because of PVCC's business requirements or rescinded approval of leave if PVCC's needs change.