

**Table 7.4  
SELECTED EMPLOYEE LEAVE POLICIES**

State or other jurisdiction	Annual leave			Sick leave			
	Accrual 1st year (in days/year)	Accrual 5th year (in days/year)	Employees reimbursed for unused leave	Accrual 1st year (in days/year)	Employees reimbursed for unused leave	Types of leave reimbursed	Child care offered on state property
Alabama	13	16.25	★	13	...	A	...
Alaska	15	24	★	15	...	P, A (v)	...
Arizona	12	15	★(k)	12	(k)	V, C (w)	★
Arkansas	12	15	★(l)	12	(l)	A	...
California	17	22	★	12	...	V, A, P, (x)	★
Colorado	12	15	★(m)	10	(m)	A	★
Connecticut	(a)	(a)	★	...	★	V	★
Delaware	15	15	★	15	★	A (y)	...
Florida	13	15.5	★(n)	13	★(n)	A, C (z)	★
Georgia	15	18	★	15	...	A (aa)	★
Hawaii	21	21	★(o)	21	(o)	V, C (bb)	...
Idaho	12	15	...	12	...	...	...
Illinois	10	10	★	12	★	V	★
Indiana	15	18	★	9	...	V (cc)	★
Iowa	10	15	...	18	★(u)	...	...
Kansas	12 (b)	15.3 (b)	★	12	★	A	...
Kentucky	12 (c)	15 (c)	★	12	...	A, C	...
Louisiana	(d)	(d)	★(p)	(s)	(p)	A (dd)	...
Maine	...	...	...	...	...	...	...
Maryland	(e)	(e)	★	15 (t)	...	A	...
Massachusetts	...	...	...	...	...	...	...
Michigan	19 (f)	17.225 (f)	★(q)	13	(q)	A (ee), P	...
Minnesota	13	16.25	★	13	★	V	...
Mississippi	18	21	★	12	...	P	...
Missouri	15	15	★	15	...	A	...
Montana	15	15	★	12	★	V	...
Nebraska	12	12	★	12	...	V	...
Nevada	15	15	★	15	★	A, C	...
New Hampshire	12	15	★	15	★	A, (ff), (gg)	...
New Jersey	12	15	★	12	★	V (hh)	★
New Mexico	10 to 12	12 to 15	★	12	...	A	...
New York	13	18	★	13	...	A, (ii)	★
North Carolina	11.75	16.75	★	12	...	V	...
North Dakota	8	10	...	8	★	...	...
Ohio	10	15	★	10	★	P, V, (jj)	★
Oklahoma	10	15	★	15	...	A	★
Oregon	12	15	★	12	...	V	...
Pennsylvania	7 (g)	15	★	13	★	A, P	★
Rhode Island	...	...	...	...	...	...	...
South Carolina	15	15	...	15	...	...	★
South Dakota	...	...	...	...	...	...	...
Tennessee	12 (h)	18 (h)	★	12	...	A, C	★
Texas	10.5	13.5	★	12	...	A	...
Utah	13	16.25	★	13	★	(kk)	★
Vermont	...	...	...	...	...	...	...
Virginia	4 hours (i)	5 hours (i)	★	64 hours	...	A	...
Washington	12	15	★	12	★	A	★
West Virginia	15	18	★(r)	18	(r)	A (r)	★
Wisconsin	(j)	(j)	...	16.25	...	...	...
Wyoming	12	15	★	12	★	V	★

See footnotes at end of table.

## PERSONNEL

### SELECTED EMPLOYEE LEAVE POLICIES — Continued

Source: National Association of State Personnel Executives, *State Personnel Office: Roles and Functions, Fourth Edition, 1999*.

Note: See above referenced source for more detailed information.

Key:

★ — Yes

. . . — No; or state did not respond to survey.

A — Annual leave.

C — Compensatory leave.

P — Personal leave.

V — Vacation leave.

(a) In Connecticut, 120 total vacation days can be carried over from year to year.

(b) In Kansas, annual leave can be carried over according to the following: Less than 5 years, 18 days; 5-10 years, 22 days; 10-less than 15 years, 26 days; and more than 15 years, 30 days.

(c) In Kentucky, the amount of annual leave that can be carried over from year to year varies with years of service, but the maximum is 440 hours.

(d) In Louisiana, the accrual rate is as follows: 1st year, .0461 hr./hrs. worked; and 5th year, .0692 hr./hrs. worked.

(e) In Maryland, the accrual rate is as follows: 1st year and 5th year, 1 hr./26 hrs. worked. The maximum number of hours of annual leave can be accrued according to the following: 1-5 years, 80 hours maximum; 10-15 years, 120 hours maximum; and 20 years, 160 hours maximum.

(f) In Michigan, annual leave can be carried over according to the following: 1-5 years, 30 days; 5-10 years, 31.88 days; 10-15 years, 33.75 days; and 15-20 years, 35.63 days.

(g) In Pennsylvania, management gets 10 days.

(h) In Tennessee, annual leave can be carried over according to the following: 1-5 years, 30 days; 5-10 years, 36 days; 10-20 years, 39 days; and 20+ years, 42 days.

(i) In Virginia, annual leave can be carried over according to the following: 1-5 years, 24 days; 5-10 years, 30 days; 10-20 years, 36 days; and 20+ years, 42 days.

(j) In Wisconsin, annual leave can be carried over according to the following: 1 year, 8 days; 6 years, 15 days; 11 years, 17 days; 16 years, 20 days; and 21 years, 22 days.

(k) In Arizona, sick leave in excess of 500 hours is reimbursed on a partial basis at retirement only.

(l) In Arkansas, as of July 1, 1999, sick leave not used is reimbursed upon retirement.

(m) In Colorado, sick leave not used is reimbursed upon retirement only and then only one-fourth of the accrued time.

(n) In Florida, the state reimburses employees for sick leave not used upon separation of employment if they have 10 years of service. Twenty-five percent of sick leave is paid up to 480 hours.

(o) In Hawaii, if employee is vested in retirement system, sick leave is used as additional service time.

(p) In Louisiana, sick leave can be converted to retirement benefit upon retirement.

(q) In Michigan, for employees hired on or after October 1, 1980, unused sick leave is not paid. For employees hired before October 1, 1980, 50 percent of unused sick leave is paid at death or retirement.

(r) In West Virginia, sick leave can be converted to either service credit or insurance premium payment on retirement.

(s) In Louisiana, .0461 hr./hrs. worked.

(t) In Maryland, an employee cannot exceed 120 hours of sick leave each year.

(u) In Iowa, employees are reimbursed for unused sick leave up to \$2,000.

(v) In Alaska, annual leave for other bargaining units.

(w) In Arizona, compensatory time for overtime earned.

(x) Holiday.

(y) Paid in full.

(z) Special compensatory time.

(aa) Up to 45 days.

(bb) All by exception.

(cc) In Indiana, up to 30 days vacation (unused at time of expiration).

(dd) In Louisiana, can be paid for up to 300 hours of annual leave; upon retirement, balance can be applied.

(ee) Unused.

(ff) Floating holidays.

(gg) Bonus.

(hh) Earned and unused.

(ii) Overtime compensation.

(jj) Sick leave.

(kk) Comp hours, Excess hours, Converted sick, Vacation hours.