

## PERSONAL LEAVE

### PURPOSE

To assure that employees are afforded reasonable opportunities to conduct personal business and handle emergencies without loss of pay.

### SCOPE

This policy applies to employees in the state civil service except Conservation and Excise Officers and employees appointed on a temporary or intermittent basis.

### STATEMENT OF POLICY

It is the policy of the State of Indiana that employees should have reasonable opportunities for time away from work without loss of pay to handle personal business and emergencies.

Full-time employees shall accrue seven and one-half (7.5) hours of personal leave for each four (4) months of employment. Part-time employees working at least fifty percent (50%) of full-time shall accrue three and three-quarters (3.75) hours of personal leave for each four (4) months of employment.

No employee may accrue a personal leave balance in excess of twenty-two and one-half (22.5) hours. If an employee is otherwise eligible to accrue personal leave, but the accrual thereof would increase his/her account balance beyond that limit, the personal leave hours shall be credited to the employees' accrued sick leave balance.

No personal leave is paid out except under the Retiree Flexible Spending Program at 31 IAC 5-10.

A dismissed employee shall forfeit all accrued but unused personal leave.

An employee who resigns in good standing after June 30, 1982, and is subsequently rehired shall have reinstated immediately after rehire, any personal leave that was accrued but unused and uncompensated at the time of resignation.

### REFERENCES

31 IAC 5-8-431 IAC 5-931 IAC 5-10

EFFECTIVE DATE August 1, 2012  
Supersedes: Personal Leave Policy Issued July 1, 2011



APPROVAL \_\_\_\_\_  
Daniel L. Hackler, State Personnel Director

Date Aug. 1, 2012