

VACATION LEAVE

PURPOSE

To assure that employees are afforded opportunities to take vacation leave consistent with operational needs of the State.

SCOPE

This policy applies to employees in the state civil service except Institutional Teachers at the Indiana School for the Deaf and the Indiana School for the Blind/Visually Impaired, 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, consistent with the operational needs of the State, that vacation leave shall be granted at such times during the year as requested by the employee. Local policy, if any, will govern vacation scheduling.

Full-time employees shall accrue seven and one-half (7.5) hours of vacation leave for each month of employment. Part-time employees working at least fifty percent (50%) of full-time shall accrue three and three-quarters (3.75) hours of vacation leave for each month of employment. Additional vacation leave is accrued after five (5), ten (10), and twenty (20) years of employment.

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

Upon separation from the service in good standing, an employee shall receive payment for accrued but unused vacation leave up to a maximum of two hundred twenty-five (225) hours. Conversion of vacation leave upon retirement is governed by 31 IAC 5-10.


An employee who resigns in good standing after June 30, 1982, and is subsequently rehired shall have reinstated immediately after rehire, any vacation leave that was accrued but unused and uncompensated at the time of resignation. However, vacation leave that was converted shall not be reinstated.

Additional details concerning accrual, limitations on payment at separation and reinstatement of balances on rehire are covered in the references listed below.

REFERENCES

31 IAC 5-8-231 IAC 5-931 IAC 5-1031 IAC 5-12-3
31 IAC 5-12-4

EFFECTIVE DATE August 1, 2012
Supersedes policy dated July 1, 2011

APPROVAL 
Date Aug.1, 2012 Daniel L. Hackler, State Personnel Director