

# Leaves of Absences

## Things to Remember:

✓ Employees are responsible for knowing their accrued leave balances.

✓ Employees are responsible for complying with all agency notification requirements for use of accrued leave.

Failing to follow notification requirements and not having the time available to cover absences are both actions subject to discipline.

➤ New employees cannot use the vacation time they accrue until they have been employed for six (6) months.

➤ New employees can use sick time and personal time as soon as it is accrued.

## Have Questions About Leaves?

To learn more about the requirements for using these types of leave, and/or to learn more about other types of leave, visit: [www.in.gov/spd/policies-and-procedures/standardized-policies](http://www.in.gov/spd/policies-and-procedures/standardized-policies).

Questions concerning leaves, or other policies, can be directed to your agency's human resources director or by contacting the Employee Relations Division of the State Personnel Department at **1-855-SPD-INHR** (1-855-773-4647).

<b>Vacation, Personal, &amp; Sick Leave Accrual Chart</b>			
<b>Month 1 (next month)</b> 1 Vacation	<b>Month 2</b> 1 Vacation 1 Sick	<b>Month 3</b> 1 Vacation	<b>Month 4</b> 1 Vacation 2 Sick 1 Personal
<b>Month 5</b> 1 Vacation	<b>Month 6</b> 1 Vacation 1 Sick	<b>Month 7</b> 1 Vacation	<b>Month 8</b> 1 Vacation 2 Sick 1 Personal
<b>Month 9</b> 1 Vacation	<b>Month 10</b> 1 Vacation 1 Sick	<b>Month 11</b> 1 Vacation	<b>Month 12 (month started)</b> 1 Vacation 2 Sick 1 Personal



# The State of Indiana Performance Review Cycle and Timeline

The Performance Review Cycle represents five major steps that enable successful performance throughout the Review Period (January – December).

## Setting Expectations – January and February

During this time, supervisors meet with their employees to align their daily work activities to the agency's priorities and objectives using SMART goals (specific, measurable, achievable, relevant, and timely). Employees then create plans to track their progress toward achieving goals and meeting the expectations outlined in their competency assignment. Competencies are a cluster of behaviors that demonstrate applied knowledge, skills, and abilities.

## Measuring Progress – January through December

Throughout the Review Period, supervisors and employees should be collaborating to discuss and document progress towards meeting goals and expectations. Measuring progress requires a SMART goal that has a clear Success Measure. A Success Measure is a reliable tool or consistent approach to determining if success has been met.

## Giving and Considering Feedback – January through December

Throughout the Review Period, supervisors and employees should be using their observations while measuring progress to give, consider, and document feedback. It is essential employees participate in the feedback process to advocate for their needs while getting the direction they need to achieve successful performance.

## Evaluating Effectiveness – Middle and End of Review Period

At these times, employees are invited to complete a self-assessment on their goals and competencies to help their manager create a more effective evaluation experience. Supervisors then use the Interim Review or Performance Appraisal to have discussions with staff that share what areas of performance need attention or kudos, and to determine what actions should be taken to close performance gaps or develop strengths.

## Continuous Employee Development

When employees pursue self-development throughout the year, the organization grows in its ability to serve Hoosiers. At the State of Indiana, we put emphasis on the importance of learning by holding our supervisors accountable for developing talent with frequent feedback, encouragement, and coaching. As a state employee, you will have access to learn what excites and develops you at your pace via LinkedIn Learning and the Learning module in SAP SuccessFactors.

More information on the performance management process can be found via the SAP SuccessFactors Jam module: <https://jam8.sapjam.com/home> (You must be logged in to SAP SuccessFactors to access Jam directly.)

Performance & Goals courses are available online and with live trainers for both employees and supervisors. Courses can be accessed through SuccessFactors Learning module. Need help? Contact your agency's HR team to learn more.

