



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Annual Leave

**Policy Number:** 45

**Authority:** Ark. Code Ann. §§ 21-4-204 and 205

**Revised:** March 12, 2020

A state employee who works a minimum of 1,500 hours per year in a regular salary position accrues annual leave (paid vacation time) every month. Annual leave is not accrued by emergency, hourly, intermittent, or per diem employees.

Full-time employees accrue leave at the rates shown in the timetable listed below. Employees who work less than full-time per year accrue annual leave in the same proportion as time worked. For example, employees who work half-time would receive half of the annual leave accrual shown on the timetable. Employees must have completed full years of employment before movement to the next higher accrual rate. For example, an employee would not move to the second level of annual leave accrual rate until they had completed three (3) full years of employment and were starting their fourth (4th) year.

<b>Years of Employment</b>	<b>Monthly</b>	<b>Annually</b>
Through 3 years (1 through 36 months)	1 Day (8 hours)	12 Days
4 through 5 years (37 through 60 months)	1 Day, 2 Hours (10 hours)	15 Days
6 through 12 years (61 through 144 months)	1 Day, 4 Hours (12 hours)	18 Days
13 through 20 years (145 through 240 months)	1 Day, 6 Hours (14 hours)	21 Days
Over 20 years (241+ months)	1 Day, 7 Hours (15 hours)	22.5 Days

Annual leave accrued during a calendar month is not earned by an employee in active pay status until the last working day of the month, and the leave must be earned before it can be used. For accrual purposes only, employees will accrue half their monthly accrual of annual leave if employed on the first (1st) working day of the month and are in active status on the payroll through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and are in active status on the payroll through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first (1st) working day thereafter.)

Annual leave is approved on the basis of workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged against an employee as annual leave. The minimum annual leave amount an employee can use is fifteen (15) minutes. An employee may request to use accrued annual leave at any time and the Agency Director may grant the leave request at such time that will cause the least disruption to the efficient operation of the agency. Each agency is responsible for establishing leave



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records and internal procedures, including how to request leave, how leave is approved, and how leave can be used. All employees shall be informed of statewide policy as well as any internal policy and procedures.

Employees continue to earn annual leave at their normal accrual rate when they are on annual leave, but an employee will not earn annual leave when in a leave without pay status for ten (10) or more cumulative days within a calendar month.

An employee is prohibited from carrying over to the next calendar year more than 30 days or 240 hours. Accrued annual leave may exceed 30 days during the calendar year, but days in excess of 30 will be forfeited or may be donated to the OPM Catastrophic Leave Bank Program if not used by December 31st of each year. Accrued Birthday and Holiday leave balances are not forfeited at the end of the year even if the employee is carrying over 30 days of annual leave.

### **Employees who do not accrue annual leave**

1. Emergency, hourly, intermittent, extra help, and per diem employees;
2. The elected constitutional officers of the state and their employees;
3. The General Assembly and its employees, including employees of the Bureau of Legislative Research of the Arkansas Legislative Council and the Division of Legislative Audit;
4. Members of the Arkansas Supreme Court, Circuit and Chancery Courts, Prosecuting Attorneys and the Administrative Offices of the Courts;
5. Arkansas Highway and Transportation Department; and
6. All administrative, academic, or other non-classified employees of state supported institutions of higher education.

### **Fire and emergency service employees**

Each fire and emergency service employee of the State Military Department who works a regularly scheduled shift of more than forty-seven (47) hours per week is entitled to annual leave with full pay computed on the basis of the following schedule for each complete year of service with the department. Employees must have completed full years of employment before movement to the next higher accrual rate.



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Through 3 years (1 through 36 months)	1 Day, 4 hours (12 hours)	18 Days
4 through 5 years (37 through 60 months)	1 Day, 7 Hours (15 hours)	22.5 Days
6 through 12 years (61 through 144 months)	2 Days (16 hours)	24 Days
13 through 20 years (145 through 240 months)	2 Days, 3 Hours (19 hours)	28.5Days
Over 20 years (241+ months)	2 Day, 5 Hours (21 hours)	31.5 Days

A fire or emergency service employee of the State Military Department is prohibited from carrying over more than forty-five (45) days of annual leave at the end of each calendar year and those days in excess of 45 will be forfeited if not used by December 31st of each year. Employees who have a balance of over 45 days at the end of the calendar year may donate any time over 45 days to the OPM Catastrophic Leave Bank Program. The maximum of cumulative annual leave may exceed 45 days during the calendar year.

### **Leave Transfer and Payout**

Employees transferring without a break in service between state agencies that are covered by this policy will retain all accumulated annual leave.

When an employee terminates employment with the state, they are eligible to receive a payout of their annual leave balances, including birthdays and holidays; however, the payout cannot exceed thirty (30) days or 240 hours. See [OPM Policy #54](#).