ANNUAL LEAVE

1. Earning annual leave:
   a) Employees begin earning annual (vacation) leave upon hire. See the next section for criteria for using annual leave.
   b) The rate of earnings depends upon years of service within PASSHE and/or other Commonwealth of PA agencies with which PASSHE has a reciprocal leave agreement.

2. Using annual leave:
   a) Employees may begin using earned annual leave after 30 calendar days of service.
   b) Temporary employees may earn and use annual leave after working 750 regular hours in the leave calendar year.

3. Anticipating annual leave:
   Employees may anticipate annual leave in accordance with the following restrictions:
   a) Employees can anticipate annual leave up to the amount that would be earned during the current calendar year.
   b) AFSCME employees must have more than one year of service before they may anticipate annual leave.
   c) As with other annual leave, the request for anticipated leave is subject to the supervisor’s approval.

4. Annual leave carry-over/payout:
   a) Unused annual leave may be carried over from one calendar year to another.
   b) The total carry-over may not exceed 45 days.
   c) Leave in excess of 45 days must be used within the first 7 pay periods (grace period) of the new year.
      i) Leave not used after the grace period will be converted to sick leave.
   d) Employees who terminate/retire from PASSHE and do not transfer to another Commonwealth agency with which PASSHE has a reciprocal leave agreement will be paid for unused annual leave upon departure.
   e) Employees who wish to defer an annual leave payout to an active Deferred Compensation account must initiate this action prior to the first day of the month in which you retire. Contact the Human Resources Office for assistance on this topic.

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