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# HRDG 4630 - Absence and Leave - Section B

Last Modified:

## **Subchapter 4630 - Absence and Leave** **Section B - Annual Leave**

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**Leave  
Rights**

The purpose of annual leave is to allow employees time for vacations, extended rest and relaxation, and to attend to personal affairs or emergencies. Employees have a right to use annual leave, but approving officials have the authority to fix the time when annual leave may be taken.

A full-time or part-time employee is eligible to accrue annual leave based on the length of his/her appointment. An intermittent employee is not eligible to earn or use leave under any circumstances. An employee assigned to a mixed tour of duty is eligible to earn or use leave when he/she is assigned to a full-time or part-time work schedule.

	<b>If:</b>	<b>Then:</b>
	The current appointment is for 90 calendar days or more.	The employee is eligible to earn annual leave. Accrual is based upon completion of a full pay period.
<b>Eligibility</b>	The current appointment is for less than 90 calendar days	The employee is NOT eligible to earn annual leave.
	The initial appointment was for less than 90 days, but was later extended to total 90 days or more (as long as there was no break in service of 1 workday or more)	The employee is entitled to earn annual leave when the total period of employment reaches 90 days.  When employment reaches 90 days, annual leave will be credited retroactively to the beginning of the first full pay period after initial appointment.

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