



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Personal Leave – 12-Month Employees

Policy:

Twelve-month permanent full-time employees accrue personal (vacation) leave in increments as follows:

Continuous Service	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	12 hours	144 hours
37 months to 8 years	14 hours	168 hours
97 months to 15 years	16 hours	192 hours
Over 15 years	18 hours	216 hours

Part-time employees who are benefits eligible accrue personal leave on a pro-rata basis. However, employees working less than 20 hours per week are not benefits eligible. There is no maximum accumulation for the accrual of personal leave. Personal (vacation) leave may be taken at a time approved by the department head. The first eight (8) hours of leave due to illness must be charged to personal leave.

Employee absences due to a work-related injury for which temporary workers' compensation disability benefits are paid shall not use accrued personal (vacation) and/or major medical (sick) leave simultaneously with workers' compensation benefits if the aggregate payments exceed one hundred percent (100%) of regular wages earned while in state employment at the time of injury. Accrued personal (vacation) and major medical (sick) leave may be used in increments fewer than eight (8) hours per day to constitute the difference between the amount of temporary workers' compensation disability benefits received and one hundred percent (100%) of earned wages while in state employment at the time of injury, as calculated by Human Resources. Any employee may donate a portion of their earned personal (vacation) and/or major medical (sick) leave to another employee who is suffering from a catastrophic injury or illness or to another employee who is caring for a member of his or her immediate family who is suffering from a catastrophic injury or illness, as defined in the *Donated Leave* policy. The maximum amount of earned personal (vacation) and/or major medical (sick) leave that an employee may donate to a qualifying recipient may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal (vacation) leave and less than fifty percent (50%) of his/her earned major medical (sick) leave. Leave must be donated in twenty-four (24) hour increments. The maximum amount of donated leave an employee may receive without returning to work is 720 hours. A number of situations may make it necessary for an employee to finalize issues with the Office of Human

Resources; therefore, individuals are normally expected to be present at their duty station on their last day of employment. Payment of accrued leave is permissible only upon termination of employment.

A change of status from twelve-month employment to nine-month employment does not constitute termination, and terminal payment of accrued leave will not be made at that time. Any accrued personal (vacation) leave for this type of employee will continue to be accounted for by the University and will be paid upon termination to employees who are not participating in the Public Employees' Retirement System of Mississippi (PERS). Employees may be paid for the unused portion of their earned personal (vacation) leave, to a maximum of 240 hours; employees participating in PERS will have the remaining balance submitted to PERS and counted as creditable service for retirement.

Employees terminating from the University may be paid for the unused portion of their earned personal (vacation) leave, to a maximum of 240 hours, unless transferring to another state agency in Mississippi without a break in service. Transferring employees will have earned personal (vacation) and major medical (sick) leave balances transferred to the new state agency.

Should an employee die having accumulated personal (vacation) leave credit, the remaining balance of unused personal (vacation) leave will be paid to the person designated by the employee for this purpose, or in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees' Retirement System of Mississippi.