

State Annual Vacation Leave Update

Employee Policy Reference & Side-by-Side Rate Comparison

1. Executive Summary & Policy Overview

The state has officially updated its annual vacation leave accrual schedule, providing increased paid time off for all permanent full-time and part-time state employees.

Universal +1 Day Annual Increase (< 25 Years of Service)

Employees with less than 25 years of state service earn 1 additional full vacation day per year (+7.5 hours for a 7.5-hour schedule; +8 hours for an 8-hour schedule). Monthly accruals increase by 0.08 days (0.625 hours) each month.

New Senior Service Tier (+4 Days Annual Increase for 25+ Years)

The state schedule now creates a dedicated senior tier for employees with 25 or more years of service, increasing their maximum earning rate to 30 days (225 hours for a 7.5-hour schedule) per year—a 4-day annual gain.

2. Side-by-Side Accrual Rate Comparison (7.5-Hour Workday)

The table below details the old vs. updated monthly accrual rates and annual leave totals formatted for a standard 7.5-hour workday (12-month appointment):

Years of State Service	Old Monthly Rate	Old Annual Total (7.5 hr/day)	New Monthly Rate	New Annual Total (7.5 hr/day)	Annual Increase (7.5 hr/day)
Less than 5 years	1.17 days (8.75 hrs)	14 days (105 hrs)	1.25 days (9.375 hrs)	15 days (112.5 hrs)	+1 day (+7.5 hrs)
5 to 9 years	1.42 days (10.625 hrs)	17 days (127.5 hrs)	1.5 days (11.25 hrs)	18 days (135 hrs)	+1 day (+7.5 hrs)
10 to 14 years	1.67 days (12.5 hrs)	20 days (150 hrs)	1.75 days (13.125 hrs)	21 days (157.5 hrs)	+1 day (+7.5 hrs)
15 to 19 years	1.92 days (14.375 hrs)	23 days (172.5 hrs)	2.0 days (15 hrs)	24 days (180 hrs)	+1 day (+7.5 hrs)

Years of State Service	Old Monthly Rate	Old Annual Total (7.5 hr/day)	New Monthly Rate	New Annual Total (7.5 hr/day)	Annual Increase (7.5 hr/day)
20 to 24 years	2.17 days (16.25 hrs)*	26 days (195 hrs)*	2.25 days (16.875 hrs)	27 days (202.5 hrs)	+1 day (+7.5 hrs)
25 years or greater	2.17 days (16.25 hrs)*	26 days (195 hrs)*	2.5 days (18.75 hrs)	30 days (225 hrs)	+4 days (+30 hrs)

**Note: Under the old schedule, all service of 20 years or greater was capped at a single tier (26 days / 195 hours annually).*

3. Frequently Asked Questions (Employee FAQ)

Q1: When do these updated accrual rates take effect?

The new accrual rates are effective October 1st, 2026. The new rates will be applied to payrolls going forward from this date.

Q2: How does leave accrual work for part-time employees?

Leave accruals for part-time staff or employees on prorated schedules are automatically prorated to match your job percentage and daily schedule hours.

Q3: What happens to saved vacation days at the end of the school year (June 30)?

You can accumulate vacation days throughout the year. However, on June 30, any unused vacation leave exceeding 30 days (225 hours for a 7.5-hour schedule; 240 hours for an 8-hour schedule) is automatically converted into sick leave.

Q4: Can classroom teachers and instructional staff take vacation time during school days?

Instructional personnel (such as classroom teachers and teacher assistants requiring substitutes) generally cannot take vacation leave on days when students are in attendance. Instead, vacation time is scheduled during school breaks (e.g., winter and spring breaks) as outlined in the academic calendar.

Q5: What happens to my accumulated vacation leave if I resign, retire, or transfer?

If you transfer to another public school unit or state agency within 31 days, your unused vacation leave balance transfers with you. If you separate from state service or retire, you will receive a lump-sum payout for accumulated unused vacation days up to a maximum of 30 days.