

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(REGULATION)

State Personal Leave  
Rate of Accrual

State personal leave will be prorated based on actual time employed and will be accrued in the number of hours per day equivalent to the employee's usual assignment and according to the chart below. There is no limit on accumulation and no restrictions on transfer among districts. [See DEC(LEGAL)]

For employees in positions requiring ten months of service, rate of accrual is as follows:

For employees whose usual assignment equivalent is:	Maximum amount of state personal leave that may accrue in one year:	Rate of accrual:
Between one percent and 50 percent	20 hours	Two hours per month
Between 51 percent and 75 percent	30 hours	Three hours per month
Between 76 percent and 100 percent	40 hours	Four hours per month

For employees in positions requiring 11 months of service, rate of accrual is as follows:

For employees whose usual assignment equivalent is:	Maximum amount of state personal leave that may accrue in one year:	Rate of accrual:
Between one percent and 50 percent	20 hours	1.85 hours per month
Between 51 percent and 75 percent	30 hours	2.75 hours per month
Between 76 percent and 100 percent	40 hours	3.65 hours per month

For employees in positions requiring 12 months of service, rate of accrual is as follows:

For employees whose usual assignment equivalent is:	Maximum amount of state personal leave that may accrue in one year:	Rate of accrual:
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Between one per- cent and 50 percent	20 hours	1.7 hours per month
Between 51 percent and 75 percent	30 hours	2.5 hours per month
Between 76 percent and 100 percent	40 hours	3.35 hours per month