

*Vacation Leave
(Exception Code V)*

Employees are eligible for vacation leave according to their length of service as stipulated by Personnel Rule 5.0614. Employees shall accrue vacation leave on an hourly basis according to the following schedule:

Years of Service	Accrual Rate	For a 35.0 Hour Work Week				For a 40.0 Hour Work Week		
		Accrual Per Pay Period (35.0 Hrs)	Rounding Adjustment	Upfront Hours	Total Hours per Year	Accrual Per Pay Period (40.0 Hrs)	Upfront Hours	Total Hours per Year
0 - <5	0.0308	2.2	-1.2	14.0	70	2.5	16.0	80
5 - <10	0.0500	3.5	0.0	14.0	105	4.0	16.0	120
10 - <15	0.0538	3.8	-0.8	28.0	126	4.3	32.0	144
15 - <20	0.0615	4.3	0.2	28.0	140	4.9	32.0	160
20 - <25	0.0654	4.6	-0.6	63.0	182	5.2	72.0	208
25+	0.0731	5.1	0.4	63.0	196	5.8	72.0	224

“Upfront days” are credited on the date you first begin employment with the State and on January 1st every thereafter. The number of upfront days credited is based on an employee’s total years of service with the State (calculated from the employee’s “Base Entry Date” recorded on the Personnel Action CS-3 form) as indicated in the chart above.

The remaining vacation hours are accrued at the end of each pay period (2 week period) based upon the following rounded formula:

“Accrual Rate” x “Standard Work Week” x 2

Example: .0308 x 35.0 x 2 = 2.2 hours

 .0308 x 40.0 x 2 = 2.5 hours

Vacation leave does not accrue for any time during which an employee is on leave without pay.

Employees who have a combined total of 20 years of state and municipal service in Rhode Island will be credited with five additional vacation days. A Certification of Municipal Service form must be completed and approved in advance of receiving credit and can be obtained from the human resources office. The completed form must be submitted to your human resources office for submission to the Office of the Personnel Administrator for review and approval. The five additional vacation days cannot be carried over.

The accrual year shall end on the last day of the last biweekly pay period in the calendar year.

Accrued hour balances are recorded on direct deposit receipts or may be obtained by contacting your human resources office.

Employees who accrue annual leave may carry over, from one calendar year to the next, not more than the allowable amount of vacation time accrued in two calendar years.

When the service of an employee is terminated by resignation, death, dismissal or otherwise, the employee or their estate is entitled to be paid for vacation time on record, up to a maximum of one year of accrual, as of the date of termination.

The discharge of accrued vacation leave must be requested and approved in advance and in accordance with the policy and procedures in effect at the employee's workplace.

