

<u>Type of leave</u>	<u>Citation</u>	<u># of hours/days awarded</u>	<u>Criteria required to accumulate and/or use</u>	<u>Required documentation to use</u>	<u>Carryover to next calendar year</u>	<u>Additional information</u>
Annual	OPM Policy 50.01 A.C.A. 21-4-204 and 21-5-1007	<u>Full-time Employee</u> 3 years: 8 hours 4-5 years: 10 hours 6-12 years: 12 hours 13-20 years: 14 hours 20+ years: 15 hours <u>Military Fire and Emergency Service Employee</u> 3 years: 12 hours 4-5 years: 15 hours 6-12 years: 16 hours 13-20 years: 19 hours 20+ years: 21 hours	Employee working in Regular Salary Position (employee accrues in same proportion as time worked) Leave must be earned before it can be used Min amount can use is 15 minutes Comp time <i>should</i> be used before annual	Employee Leave Request	Yes, up to 240 hours or 30 days Yes, up to 360 hours or 45 days	Not accrued if in LWOP status for 10+ days in calendar month Eligible for payout of annual, birthday, and holiday leave not to exceed 240 hours or 30 days OR 360 hours or 45 days at termination
Catastrophic (CAT)	OPM Policy 50.02 A.C.A. 21-4-214 and 21-4-217	May be awarded up to 1,040 hours or 6 months, unless denied disability retirement or Social Security benefits No more than 2,080 hours of combined Cat and Shared Leave	1. Regular, non-faculty, benefits-eligible, full-time, employee of agency/institution 2. Employed as full-time with the state for 2 consecutive years 3. Cumulative 80 hours of leave at onset of illness, unless waiver is granted 4. 2 years without disciplinary action for leave abuse 5. Employee will be in LWOP status because of catastrophic illness	Employee Leave Request Catastrophic Leave Forms, including Physician's Certification	May, depending on when in the year the hours are awarded	May be used in conjunction with FML Unused shared leave and accrued leave will be donated to Catastrophic Leave Bank Granted in 1 hour increments and is hour-for-hour Not awarded retroactively Agency Director does not agree with committee, can appeal to State Personnel Administrator; Director disagrees then can make a final appeal to DFA Director
Child Educational Activities (CEAL)	OPM Policy 50.13 A.C.A. 21-4-216 and 6-15-509	8 hours/calendar year regardless of the number of children	Full-time employee Only for educational or interscholastic activity of a child in prekindergarten through 12 th grade	Employee Leave Request	Per calendar year	Child: Natural, adopted, stepchild, foster child, grandchild, ward of the state and any other legal capacity and 18+ years old with developmental disability or declared legally incompetent

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Court and Jury; Witness	OPM Policy 50.03 A.C.A. 21-4-213 and 16-43-806	Varies	A regular, full-time or part-time employee in a salaried position	Employee Leave Request Jury summons or witness subpoena	N/A	<p><u>Juror</u>: entitled to full compensation + juror fees w/o taking annual</p> <p><u>Witness</u>: 1) <i>within scope of employment</i> – entitled to salary; entitled to mileage fees if using personal vehicle and employer doesn't reimburse the travel expense 2) <i>outside scope of employment</i> – entitled to salary only if not paid expert or party; entitled to witness fees; entitled to mileage fees only if not using state-owned vehicle; must take annual leave only if paid expert or party 3) <i>party other than employer representative</i> – entitled to witness fees 4) <i>nonwork day</i> – may retain any witness/mileage fees, this includes law enforcement officer</p> <p><u>Night shift employees</u>: serving as juror or witness during the day and not a party or paid expert witness shall be awarded leave</p>
Compensatory	OPM Policy 40.01 FLSA	<p>1. Up to 240 for regular non-exempt employees</p> <p>2. Up to 480 for all others</p> <p>Accrued at 1 ½ times # of hours worked over 40</p>	<p>Non-exempt employees</p> <p>Employees considered: A. Seasonal B. Fire Protection C. Law Enforcement</p> <p>Must have Agency Director/Institution Head approval to earn</p>	Employee Leave Request	<p>1. Yes, up to 240 hours</p> <p>2. Yes, up to 480 hours</p> <p>Anything over is compensated in lump sum</p>	<p>Employee paid at the current grade/salary</p> <p>May be used in lieu of sick or annual</p> <p>Employee transfers to another agency or transfers from a non-exempt to an exempt position, the original agency will pay the employee the balance of comp time in a lump sum payment</p>

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Educational	OPM Policy 50.04 A.C.A. 21-4-211	Varies	Permanent employee receiving out-service training Agency Director/Institution Head approval	<u>Written contract</u> 1. Signed by employee and agency representative with terms of agreed continued service – a period of time statutorily required or at least 2x length of training 2. Unfulfilled obligations require payment of total or proportionate share of cost of training	N/A	Retains all rights (or comparable) and benefits accrued during the time to regular employees Amount of salary paid agreed by employee and agency, not exceeding regular salary Tuition, fees, books, transportation may be made if appropriated by General Assembly
Emergency, Disaster Service Volunteer (DSV), Emergency and Rescue Service (ERS)	OPM Policy 50.05 A.C.A. 12-85-102 EO 08-09	<u>Emergency</u> : up to 40 hours <u>DSV</u> : 15 working days/calendar year <u>ERS</u> : 15 working days/calendar year	<u>Emergency</u> : Suffered loss or substantial damage to principal property (in county declared to be disaster) as a result of a natural disaster <u>DSV</u> : 1. Trained and certified by American Red Cross; 2. Specialized disaster relief services requested by ARC; 3. Director/Institution Head approval <u>ERS</u> : member of 1. US Air Force Auxiliary Civil Air Patrol of US Coast Guard Auxiliary; or 2. National Disaster Medical System, Disaster Mortuary Operational Response Team, or Disaster Medical Assistance Team of the Office of Emergency Management of Office of Assistant Secretary of Preparedness and Response of the US Dept of Health/Human Services	Employee Leave Request and/or Orders	<u>Emergency</u> : Only if emergency occurred at end of calendar year and leave carried into next calendar year <u>DSV</u> : No <u>ERS</u> : No	<u>Emergency</u> : Employee may use earned leave over and above this if approved by director <u>DSV</u> : Employee receives regular rate of pay. Leave is without loss of seniority, pay, annual and sick leave, offset time or overtime. Must be disaster relief for Arkansas or contiguous state. <u>ERS</u> : Leave requested by wing commander/representative or District 15 Captain or is in response to US Dept of Health and Human Services National Disaster Team Alert Order; this leave can also be used for training purposes

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Employee Birthday	OPM Policy 50.08 A.C.A. 1-5-101	1 holiday to observe birthday	Accrues on the employee's birthday	Employee Leave Request Form	Yes	
Family Medical (FMLA)	OPM Policy 50.07 29 C.F.R. § 825	Up to 480 hours/calendar year	12 months of state service + worked at least 1,250 hours during the 12 month period preceding the leave Only eligible for: 1. The birth of a son or daughter, and to care for the newborn child; 2. The placement with the employee of a son or daughter for adoption or foster care; 3. The care of the employee's spouse, son, daughter or parent with a serious health condition; and, 4. An employee's serious health condition	Employee Leave Request 1. Certification of Qualifying Exigency for Military Family Leave 2. Certification of Serious Injury or Illness of Military Family Leave 3. Designation Notice 4. Healthcare Provider for Employee 5. Healthcare Provider for Family Member 6. FMLA Leave Request 7. Notice of Eligibility, Rights, and Responsibilities	Per calendar year	Leave without pay; however, required to substitute paid leave unless it's maternity Responsibility of employer to designate leave as FMLA and it may be intermittent or reduced schedule Spouses working for same employer – 1) 12 weeks total for birth/adoption or care of a sick parent; 2) 12 weeks each for own serious health condition or care of a child or spouse Entitled to former position or equivalent matching pay and other terms/conditions Employer shall continue the matching portion of health insurance coverage
Holiday	OPM Policy 50.08 A.C.A. 1-5-101 – 104 and 21-4-210	10 days + Employee Birthday	Regular salaried and extra help employees not deemed "Essential" and/or certain Constitutional Officers Must be in pay status at least 15 minutes the last scheduled work day before holiday and 15 minutes on the first scheduled work day after holiday Min amount can use is 15 minutes	Employee Leave Request, if using Employee Birthday or Holiday other than on the holiday	May, if the employee is required to work on the holiday or the holiday falls on a regularly scheduled day off Unused Employee Birthday will always carryover	Employee who works on legal holiday or holiday occurs on regularly scheduled day off will be given equivalent time off Holiday occurs on employee's annual or sick day will be considered holiday Pulaski Co offices remain open on holidays during general or special legislative session Saturday holidays = observed Friday Sunday holidays = observed Monday

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Inclement Weather	OPM Policy 50.09 GPD 7	Varies	Employee must arrive to work by 10 am or designated time for full day credit Employee charged leave if arrive after 10 am or designated time Employee not arriving at all is charged a full day's absence	Employee Leave Request if late or absent	No	<u>Areas outside LR area:</u> Up to agency director or highest level field supervisor to implement inclement weather policy <u>24 hours and/or 7 day facilities:</u> Facility admin will develop policies – employees required to remain on duty will be reimbursed for additional expenses including child care, transportation, meals. <u>Universities/colleges:</u> Up to each institution
Leave Without Pay (LWOP)	OPM Policy 50.11 A.C.A. 21-4-210	Agency Director may grant up to 6 months May be approved beyond 6 months	Must have exhausted ALL other leave except: 1. Maternity 2. Inclement Weather 3. Budget Reductions 4. Agency Disciplinary Actions	Employee Leave Request	May, depending on director approval	10+days LWOP in a month = No leave accrual Employee pays total cost of insurance, unless it's FMLA or Workers Comp Reinstated with full rights, including insurance. Returns within 6 months, continues to earn credited service toward leave accrual schedule; will receive merit pay upon return to active pay status
Maternity	OPM Policy 50.14 A.C.A. 21-4-209	Varies	Can take maternity LWOP without exhausting annual and sick	Employee Leave Request	N/A	Treated as any other leave for sickness or disability
Military 1. Active Duty 2. Emergency situations 3. Specialized Training	OPM Policies 50.10 and 50.15 A.C.A. 21-4-212, 21-4-302, and 21-5-1202	1. Varies 2. 30 days/calendar year 3. Varies	Regular, full-time employee who is an active member of any US Armed Force branch	Employee Leave Request Orders from military branch of active duty service – emergency declared by the Governor or President	1. N/A 2. Per calendar year 3. N/A	1. Extended LWOP ; Employee must report for reemployment after discharge: a. 30 days service – within 8 hours b. 31-180 days service – within 14 days c. 180+ days service – within 90 days 2. Paid leave; LWOP if duty exceeds 30 days 3. LWOP, unless annual is used

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						Seniority rights, retirement, benefits are preserved and restored upon reemployment, unless military service extended beyond 4 years All accrued, unused leave is reinstated unless received lump-sum annual pay
Military Training – Annual Requirements	OPM Policy 50.10 A.C.A. 21-4-102 and 21-4-212	15 days + travel time/calendar year	Regular, full-time employee who is an active member of any US Armed Force branch Must be for annual military training or US Public Health Service training	Employee Leave Request Military Orders	Accumulates in the succeeding calendar year until it totals 15 days (or 30 for employee of political subdivision) at beginning of calendar year	Entitled to regular salary Seniority rights, retirement, benefits, performance ratings, and promotions are preserved and restored upon reemployment
Military Disability	OPM Policy 50.18 A.C.A. 21-4-105	6 days/calendar year	Full-time employees with military service-connected disability Must be for examination or treatment of disability	Employee Leave Request	Per calendar year	Seniority rights, efficiency, performance ratings, retirement, life and disability benefits are preserved
Organ or Bone Marrow Donation	OPM Policy 50.12 A.C.A. 21-4-215	30 days/calendar year – organ donor 7 days/calendar year – bone marrow donor	Full-time employee serving as an organ or bone marrow donor	Employee Leave Request + Physician’s written verification before and after the transplant	Per calendar year	Paid leave; without loss or reduction in pay, leave, or service credit
Shared	OPM Policy 50.20 A.C.A. 21-4-203 and 21-4-217	Varies, but not to exceed 2,080 hours/calendar year of combined cat and shared	1. Full-time employee with continuous employment for 1 year 2. Cumulative 80 hours of leave at onset of illness, unless waiver is granted 3. 2 years without disciplinary	Employee Leave Request Shared Leave Forms, including Physician’s Certification Maternity/paternity purposes:	Only used in calendar year the leave quotas were established in AASIS	May be used in conjunction with FMLA. Unused shared leave and accrued leave will be donated to Catastrophic Leave Bank Granted hour-for-hour

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			<p>action for leave abuse 4. Employee will be in LWOP status as a result of a severe illness</p> <p>Only for severe illness of employee OR immediate family members OR maternity/paternity after birth of biological child; adoption, or foster placement</p>	<p>Medical certificate; adoption decree; or DHS-DCFS approval for fostering</p> <p>Approved by Agency Director and CFO of the State</p>		<p>Donor: Employed by same employer; cumulative 80 hours of leave, unless retiring; 2 years without disciplinary action for leave abuse</p>
Sick	<p>OPM Policy 50.16 A.C.A. 21-4-206 – 208, 21-4-501, and 21-4-505</p>	<p>8 hours/month OR same proportion as time worked</p> <p>Fire and emergency service: 12 hours/month</p>	<p>Regular salary position employees</p> <p>1. Sickness, injury, medical, dental or optical treatment, or 2. Death or serious injury of a member of employee’s “immediate” family</p> <p>Leave must be earned before it can be used and the minimum amount can use is 15 minutes</p>	<p>Employee Leave Request</p> <p>Doctor’s Note if 5+ days, unless agency has written procedure to identify patterns of sick leave usage</p>	<p>Yes, up to 960 hours or 120 days</p> <p>Yes, up to 1440 hours or 180 days for fire and emergency service employees</p>	<p>Not accrued if in LWOP status for 10+ days in calendar month</p> <p>Will be restored if returns to employment within 6 months of termination as a result of RIF</p> <p>Eligible for pay out only if death or retirement</p>
Worker’s Compensation	<p>OPM Policy 50.19 A.C.A. 21-4-208 and 21-5-417</p>	<p>Based upon compensation amount awarded</p>	<p>Due to temporary occupational injury or illness</p>	<p>Check Agency’s HR Policy</p>	<p>N/A</p>	<p>Combination of workers’ comp + sick leave benefits cannot exceed employee’s normal salary, unless it’s a permanent disability</p> <p>Leave is reinstated in reverse order for absence under workers’ comp</p> <p>Employee accrues leave as normal</p> <p>Agencies must remit employer’s contribution to insurance program when employee is on LWOP and receiving workers’ comp benefits</p>