



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INTER-OFFICE MEMORANDUM



TO: **RIDOT/DEM Employees** DATE: October 4, 2011

FROM: **Paul E. Pysz**
Human Resources Administrator

SUBJECT: **End of Accrual Year/Discharge of Annual Leave**

The State Personnel Administrator, Anthony A. Bucci, has informed us that the current accrual year will end on Saturday, **December 31, 2011**.

- Under current labor contracts and state personnel policies, employees at the end of the accrual year may carry over to the next year up to two years of previously accrued vacation. Any vacation accruals over two years are deemed excess; **employees must discharge all excess vacation accruals, during their regularly scheduled work week, on or before Saturday, December 31, 2011**. As of that date, any unused excess vacation accruals will be forfeited. No extension will be granted to discharge unused excess vacation accruals.

Based on your years of service, your allowable carryover is:

Years of Service	Annual Accruals	
	35/NS Hr. Work Week	40 Hr. Work Week
	X 2	X 2
0 – 5 Years	70 Hrs. 140	80 Hrs. 160
5 – 10 Years	105 Hrs. 210	120 Hrs. 240
10 – 15 Years	126 Hrs. 252	144 Hrs. 288
15 – 20 Years	140 Hrs. 280	160 Hrs. 320
20 – 25 Years	182 Hrs. 364	208 Hrs. 416
25 Years plus	196 Hrs. 392	224 Hrs. 448

- New calendar year up front days will be credited to employees beginning January 1, 2012.
- For those retiring/terminating.** In order to qualify for payment for the “current” vacation leave accrual for calendar year 2011, ending Saturday, December 31, 2011, the employee’s effective date of retirement/termination must be on or before Saturday, December 31, 2011.
- Personal Leave must be discharged on or before Saturday, December 31, 2011.

NOTE: It is each employee’s personal responsibility to satisfy the conditions contained in this memorandum.