

MEMORANDUM

TO: Executive Office Staff
FROM: Bill Lofy, Chief of Staff
DATE: March 2011
SUBJ: Governor's Office Leave Policy

The following is the policy of this office regarding annual leave and sick leave time. If you have any questions, please ask.

Annual Leave

Annual leave will be granted to full time permanent employees 15 days each calendar year. Temporary and/or part time employees may be granted leave on a pro-rated basis.

- Annual leave is not accumulated. It cannot be carried over from year to year and is not compensated upon termination of employment.
- Requests for annual leave must be approved in advance by the Chief of Staff. Staff should avoid taking extended annual leave during the legislative session.

Sick Leave

Sick leave will be granted to full time employees 15 days each calendar year. Temporary and part time employees may be granted leave on a pro-rated basis.

- Sick leave is not accumulated. It cannot be carried over from year to year and is not compensated upon termination of employment.
- Sick Leave requested for doctor/dental appointments should be approved in advance by the Chief of Staff. In other instances, notify the office as soon as possible of the inability to report to work.

Compensatory Time

Compensatory time may be granted when staff accompanies the Governor or otherwise performs work for the Governor's Office on holidays, weekends, or in excess of normal business hours.

- Compensatory time is not accumulated. It cannot be carried over from year to year and is not compensated upon termination of employment.
- Requests for compensatory time must be approved in advance by the Chief of Staff.

Exceptions to the above policy must be approved by the Chief of Staff.