

**Section 212.278 Vacation Leave  
EMERGENCY**

- a) Accrual:
  - 1) Full-time employees shall earn vacation leave, accrued monthly on a pro-rated basis in accordance with the following schedule:
    - A) From the date of hire until the completion of five years of continuous service: ten days annually.
    - B) From the completion of five years of continuous service until the completion of nine years of continuous service: fifteen days annually.
    - C) From the completion of nine years of continuous service until the completion of fourteen years of continuous service: seventeen days annually.
    - D) From the completion of fourteen years of continuous service until the completion of nineteen years of continuous service: twenty days annually.
    - E) From the completion of nineteen years of continuous service until the completion of twenty-five years of continuous service: twenty-two days annually.
    - F) From the completion of twenty-five years of continuous service: twenty-five days annually.
    - G) The Executive Director, Assistant Executive Director and temporary employees do not accrue vacation leave.
  - 2) No employee shall accrue vacation leave while remaining on the payroll to collect accrued vacation prior to the effective date of his termination.
- b) Use: Vacation leave may be used in one hour, half day or full day increments. Employees may use vacation leave only upon the approval of a Director, or, if the employee is a Director, upon the approval of the Executive Director. No employee may approve his own request for vacation leave.
- c) Continuous Service: Computation of vacation leave of Office employees who have interrupted continuous State service shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service.

- d) Accumulation: Employees shall not be allowed to accumulate vacation time for more than twenty-four months after the end of the calendar year in which it is earned. If such an employee does not request and take accrued vacation within such twenty-four month period, vacation earned during such calendar year shall be lost.
- e) Payout: Upon leaving employment with the Office, an employee at his option:
  - 1) may be paid in a lump sum for accrued and unused vacation days up to a maximum of seventy-five days; or
  - 2) may remain on the payroll for the period of time equal to accrued and unused vacation days up to a maximum of seventy-five days. However, if during this period, the employee is placed on another State payroll, he shall be removed from the Office's payroll. In that event, the employee may receive a lump sum payment for, or transfer to his account with the new employer, the remaining balance of his maximum accrued vacation days less any vacation days used under this paragraph.
- f) The payment provided by this subsection shall not be allowed if the purpose of the separation from employment and any subsequent reemployment is for the purpose of obtaining such payment.
- g) Upon the death of a State employee, the person or persons specified in Section 14a of the State Finance Act [30 ILCS 104/14a] shall be entitled to receive from the appropriation for personal services theretofore available for payment of the employee's compensation such sum for any accrued vacation period to which the employee was entitled at the time of death. Such sum shall be computed by multiplying the employee's last daily rate of pay by the number of days of accrued vacation due.
- h) This payment shall not be deemed to extend the effective date of termination by the number of days represented by said payment. Payment shall be computed by multiplying the number of day (hours) of accumulated vacation by the employee's current daily (hourly) rate. Payment shall not be allowed if the purpose of the separation from employment and any subsequent reemployment is for the purpose of obtaining such payment. The accrued leave amount shall be certified in writing to the employee and may be held by the employee or forwarded to the Retirement System.