

**Section 212.282 Leave for Personal Business
EMERGENCY**

- a) **Accrual:** Full-time employees shall be permitted twenty-two and one half hours of leave for personal business each calendar year with pay. Full-time employees who enter service with the Office during any calendar year shall be given credit for such leave at the rate of three and three quarter hours for each two months of service for the calendar year in which hired. The Executive Director, Assistant Executive Director and temporary employees do not accrue personal leave. In the event an employee does not use any sick leave in any calendar year, the employee shall be awarded one additional personal day on January 1 of the next calendar year after one year of State service. A calendar year for the purposes of this provision is the period beginning January 1 and ending December 31 of each year.
- b) **Personal business leave** may be used for occurrences or observance of religious holidays, absence due to severe weather conditions, or for other similar personal reasons but shall not be used to extend a holiday, vacation or other leave without prior approval. Personal business leave may be used by employees in one hour, half day or full day increments. Except for those emergency situations which preclude the making of prior arrangements, personal business leave shall be scheduled sufficiently in advance to be consistent with the Office's operating needs.
- c) **Carry Over:** Personal business leave shall not accumulate or carry over from year to year. If the services of an Office employee are terminated by reason of his retirement, disability or death, the employee, or the employee's estate, as the case may be, shall be paid a lump sum, for the number of days for leave for personal business which the employee had accumulated but not used as of the date the employee's services were terminated, in an amount equal to one half of the employee's last rate of pay per working day times the number of such leave days so accumulated and not used. The accrued leave amount paid under this subsection shall be certified in writing to the employee or by persons specified in Section 212.278 subsection (f) above, whichever is appropriate, by the Office. This certification shall be held by the employee or forwarded to the Retirement System.