# Annual Paid Leave Benefits

**Permanent Classified Employees**

This chart summarizes paid leave benefits earned per calendar year for full-time employees.

Amounts are adjusted based on date of hire for new employees or transfers to our agency.

Part-time employees will receive leave prorated based on their appointment percentage.

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**Vacation, personal holiday, legal holiday hours are granted on January 1st of each year, or upon hire date.**

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<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours Earned for full-time employee</th>
<th>Carryover/Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yrs of Service</td>
<td>FLSA Non-Exempt</td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 - 5 yrs</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>5+ - 10 yrs</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td>10+ - 15 yrs</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>15+ - 20 yrs</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>20+ - 25 yrs</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>25+ yrs</td>
<td>216</td>
</tr>
</tbody>
</table>

* vacation accrual are adjusted if hours without pay are logged

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**Personal Holiday**

36 hours (4.5 days) per year

Hours must be used in the calendar year granted or they are lost. An employee leaving State Service prior to completion of original 6 months of probation may be subject to repay all or part of any used hours.

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**Sick Leave**

5 hours per paycheck, 130 hours (16.25 days) per year

Hours accumulate without limit from year to year

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**Bereavement Leave**

Sick leave may be used upon the death of an immediate family member.

See Sick Leave above

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**Legal Holiday**

72 hours (9 days) per year

Hours must be used in the calendar year granted or they are lost.

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**Military Leave**

Up to 30 paid leave days per calendar year for duty or training lasting 3 days or more

Hours will be granted upon qualified request per calendar year

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**Jury/Witness Leave**

Paid leave when summoned as a witness for the employer or impaneled as a jurist

Hours will be granted upon qualified request

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**Exam/Interviewing Leave**

Allowed up to 24 hours without loss of pay or four occurrences per calendar year to participate in exams or interviews within State government (whichever is greater).

Hours will be granted upon qualified request if not in probationary period.**

**See TAM HR 132 for employees in original probationary period.**

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**Voting**

Paid leave to vote if you cannot vote outside work hours. Not to exceed 3 consecutive hours.

Hours will be granted upon qualified request no later than 2 workdays prior to election

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**Sabbatical Leave**

Eligible employees, based on vacation hours earned, may be eligible for transfer of unused vacation hours into a sabbatical account and/or cash payout.

Hours will be transferred based on qualified request (see payroll coordinator).

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*See WI Adm. Code ER 18.02 (6) for employees in original probationary period.*