

# 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.

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

Type of Leave	Hours Earned for full-time employee				Carryover/Expiration
Vacation	Yrs of Service	FLSA Non-Exempt	Yrs of Service	FLSA Exempt	Hours earned in a calendar year may carry over to June 30th* of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period. (TAM HR 134)  * See WI Adm. Code ER 18.02 (6) for employees in original probationary period.
	0 - 5 yrs	104	0 - 5 yrs	120	
	5+ - 10 yrs	144	5+ - 10 yrs	160	
	10+ - 15 yrs	160	10+ - 15 yrs	176	
	15+ - 20 yrs	184	15+ - 20 yrs	200	
	20+ - 25 yrs	200	20+	216	
	25+ yrs	216			
	vacation accrual are adjusted if hours without pay are logged				
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.
Sick Leave	5 hours per paycheck, 130 hours (16.25 days) per year				Hours accumulate without limit from year to year
Bereavement Leave	Sick leave may be used upon the death of an immediate family member.				See Sick Leave above
Legal Holiday	72 hours (9 days) per year				Hours must be used in the calendar year granted or they are lost.
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
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
Exam/Interviewing Leave	Allowed up to 24 hours without loss of pay or four occurrences per calendar year to participate in an 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
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
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).