

## Nevada Department of Agriculture Administrative Manual

### Chapter 11 Personnel - Other Items, Procedure for Year End Annual Leave Payoff

Effective Date: October 1, 2007

Date of last Revision: \_\_\_\_\_

**Overview:** State employees are not allowed to have in excess of 30 working days (240 hours) of annual leave after December 31<sup>st</sup> of each year. Commonly referred to as “Use or lose it”, employees forfeit annual leave balances in excess of 240 hours on January 1<sup>st</sup> of the following year. Employees who are denied the use of annual leave, in writing by October 15<sup>th</sup> can be paid for the hours that are denied. The Department will follow the Nevada Department of Personnel (NDOP) policy for year end annual leave payoff to ensure all requests for payment have supporting documentation and are processed in a timely manner. Correct supporting documentation includes a denial of leave document dated on or before October 15<sup>th</sup>. Staff who submit a plan on or before October 1<sup>st</sup> to use annual leave, and cannot use annual leave due to an emergency will be considered on an individual basis.

Per NDOP policy, “An employee with final authority to approve the use of his/her own leave, and received payment for annual leave hours in excess of 30 working days the preceding calendar year cannot receive an annual leave payoff for two consecutive years”.

#### **Procedure:**

1. Between the period of August 1<sup>st</sup> and September 1<sup>st</sup> of each year, Administrative Services will generate a list of employees expected to have annual leave balances in excess of 30 working days. The list will be distributed to Administrators, the Deputy Director and the Director.
2. Employees who receive these notices should submit a plan to their supervisors on or before October 1<sup>st</sup> specifying how they intend to use annual leave balances in excess of 30 working days. Supervisors should follow up with the employee to ensure a plan to use the excess leave is submitted.
3. If the supervisor intends to deny leave, written notice must be given to the employee, and that notification must be dated on or before October 15<sup>th</sup>. Supervisors who intend to deny leave for an employee need to check with their Administrator to ensure there are sufficient funds to pay for the leave. A copy of the denial letter must be provided to the Administrative Services Officer (ASO) III by November 1<sup>st</sup>.
4. For employees who have been denied use of annual leave, Administrative Services will prepare and send a special pay/time adjustment form (TJ), a worksheet calculating the year end annual payment, and supporting documentation to NDOP on or before December 15<sup>th</sup>.
5. By the end of January, Administrative Services will verify that all TJ's were processed and employees were paid.