



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND
FINANCIAL SERVICES
4 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0079

KIRSTEN LC FIGUEROA
COMMISSIONER

MICHAEL J. DUNN
Acting State Human
Resource Officer

TO: HR Directors; Office of Employee Relations; Office of State Controller; Budget
Office

FROM: Michael Dunn, State Human Resources Officer

RE: Guidelines for Appointee Augmented Vacation Leave Benefits

DATE: July 9, 2025

The Benefit Package for confidential employees includes augmented vacation benefits for the Governor's staff, members of the Cabinet, the Public Advocate, and direct appointees of the Cabinet and Public Advocate. This memorandum provides guidance on managing vacation leave accruals and balances for appointees.

- HR Directors will gather prior experience information for new appointees (as identified above) and provide it to the State Human Resources Officer, who will certify to the State Controller's Office the number of years of prior experience to be credited for each new hire appointee. The number of years certified will determine the appointee's accrual rate for vacation. A new date (Leave Credit Years) will be added to the employee record to reflect the additional years of prior experience. This will not change the current Adjusted Service Date.
- Upon separation from an appointed position, an appointee may only receive vacation payout for the maximum amount permitted for confidential employees, less their time used, regardless whether their leave balance is over the maximum, due to the augmented leave. In no case will an appointee be paid out more than the maximum amount permitted for confidential employees, regardless of the vacation leave balance.
- Should an appointee accept a bargaining unit position, the bargaining unit agreement then governs the employee's service date, accrual rate, and maximum vacation accrual; confidential and/or appointee augmentation benefits no longer apply. Likewise, should an appointee accept a confidential position covered by Civil Service Law and Rules, rules governing confidential positions apply.
- Should an appointee accept a bargaining unit position, an appointee may only receive vacation payout for the maximum amount permitted for confidential employees, less their time used, regardless whether their leave balance is over the maximum due to

the augmented leave. In no case will an appointee be paid out more than the maximum amount permitted for confidential employees, regardless of the vacation leave balance.

