

Chapter 25 - Payroll

25.40

Leave

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25.40 Leave

25.40.10 Leave Processing

25.40.10.a The rules regarding the use and accrual of vacation, sick, personal and compensatory time are in accordance with the negotiated Labor Contracts and the Bureau of Human Resources Policy and Practices Manual (Sections 14.1, 14.2, 14.3, 11.4).

The rules implemented for the MS-TAMS system regarding the use and accrual of vacation, sick, personal and compensated time must be in compliance with the negotiated contracts for each respective bargaining unit. Specifically, the contract articles on sick and vacation time referring to “Effective upon implementation of the MFASIS Project’s Leave Accrual Module” are the rule. An outline of how these rules are implemented is listed below:

1. Sick and vacation time are accrued, following each biweekly work period, based on the biweekly accrual rates provided in the labor contracts. To simplify the calculation, the rates in the contracts are increased to the next whole tenth of an hour.
2. Employees may charge leave time up to their current balance for the respective leave type. If the employee does not have a sufficient balance or alternative leave to charge, then the employee will have to indicate unpaid leave.
3. Confidential employees vacation time is accrued at the beginning of the calendar year. Confidential employees hired during the year will have their vacation time accrued on a prorated basis. If a confidential employee leaves during the year, their accrual will be reduced by a prorated amount.
4. Personal leave days for those eligible will be accrued at the beginning of the calendar year. Bargaining unit employees must use personal days before the end of the year or forfeit the unused time. Confidential employees with unused personal leave time at the end of the year may roll that into their vacation balance.

5. Leave balances cannot exceed the limits stated in the labor contracts.
6. Department payroll officers are able to post adjusting leave entries to an employee's record for specified circumstances.

25.40.20 Termination benefits

Termination benefits are defined as unused employee leave balances that represent a true liability to the State of Maine such as earned but unused vacation and sick time to retired or terminated employees. (Sick leave applies to Judicial employees only)

Accrued (earned) benefits must be paid out according to the Collective Bargaining Agreement in effect at the time of termination or by the Human Resources Division "Rules Governing Paid Leave or by Other Benefits for Managers and Confidential Employees" issued by the Bureau of Human Resources.

Payments must be paid within one pay period from when the employee terminates and must be charged to the same Fiscal Year the termination occurs.

25.40.30 Accrued sick leave buyout

Accrued (earned) sick leave benefits must be paid out according to the Judicial Collective Bargaining agreements in effect at the time of termination.