

# 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	Years of Service	FLSA Non-Exempt	Years of Service	FLSA Exempt	Hours earned in a calendar year may be carried over to June 30th* of the next calendar year. Hours carried over are lost if not used by June 30 <sup>th</sup> of the next calendar year. Hours may be banked, if eligible, into a sabbatical account (see Sabbatical Leave below).
	0 - 5 years	104	0 - 5 years	120	
	5+ - 10 years	144	5+ - 10 years	160	
	10+ - 15 years	160	10+ - 15 years	176	
	15+ - 20 years	184	15+ - 20 years	200	
	20+ - 25 years	200	20+	216	
	25+ yrs	216			
Vacation accrual is adjusted if hours without pay are logged.				* See WI Adm. Code ER 18.02 (6) for employees in original probationary period.	
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 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
Legal Holiday	72 hours (9 days) per year				Hours must be used in the calendar year granted or they are lost.
Military Leave	Employees are eligible for job-protected leave for active duty or required field training.				Hours will be granted upon qualified request per calendar year
Sabbatical Leave	Eligible employees may be able to transfer unused vacation hours into a sabbatical account and/or cash payout. <a href="https://dpm.wi.gov/Pages/Employees/BnLeave.aspx">https://dpm.wi.gov/Pages/Employees/BnLeave.aspx</a>				Hours will be transferred based on qualified request (see payroll coordinator for more information)
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
Bereavement Leave	Sick leave may be used upon the death of an immediate family member.				See Sick Leave above
Exam/Interviewing Leave	Allowed to participate in an exam or interview within the State government up to 24 hours without loss of pay OR for four occurrences per calendar year (whichever is greater).				Hours will be granted upon qualified request if not in probationary period.
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