

HRMS Leave Accrual and Processing

Vacation Leave Accrual

Actual employee vacation leave accrual rates vary based on the number of years the employee has been in state service. The rules for leave are set by civil service rules and collective bargaining.

The table below shows the exact HRMS monthly accrual rates based on number of years of service. For example, an employee who earns 176 hours of annual leave per year will earn 12 equal amounts (14.6667 hours) each month. Accrual is rounded to the second decimal for the employee's Earnings and Deductions Statement.

Time in Service	Days per year	Hours per year	HRMS Monthly Accrual Rates
During 1st year	12	96	8.0
During 2nd year	13	104	8.66667
During 3rd & 4th years	14	112	9.33333
During 5th, 6th & 7th years	15	120	10.0
During 8th, 9th & 10th years	16	128	10.66667
During 11th year	17	136	11.33333
During 12th year	18	144	12.0
During 13th year	19	152	12.66667
During 14th year	20	160	13.33333
During 15th year	21	168	14.0
During 16th year & thereafter	22	176	14.66667

How leave is processed in HRMS

When does leave accrue and when does it show on the Earnings and Deductions Statement?

Fulltime employees who have at least 80 hours of regular time and paid leave (including vacation and sick leave) within a calendar month are eligible to accrue leave. Overtime hours are not counted for leave accrual.

Employees who have their 80 hours within the first pay period (between the first and the fifteen) will accrue leave on the sixteenth of that month. The accrual will appear on the Earnings and Deductions Statement received on the tenth of the next month (reflecting the pay period of the sixteenth through the end of the month).

If an employee doesn't reach the 80-hour threshold until the second pay period (sixteenth through the end of month), leave will accrue on the first day of the following month and appear on the Earnings and Deductions Statement received on the twenty-fifth of that month (reflecting the pay period of the first through the fifteenth).

If an employee has met the 80-hour requirement and needs to use leave prior to the system accrual date, the HRMS Payroll Processor or Leave Corrections Processor can adjust the leave balance to immediately credit the monthly accrual.

For part-time and hourly general government employees, vacation and sick leave accruals are proportionate to the number of hours in paid status in the month to that required for full-time regular scheduled employment. Leave will always accrue on the first day of the following month and appear on the Earnings and Deductions Statement received on the twenty-fifth of that month.

When does leave taken show up on the Earnings and Deductions Statement?

When leave is taken, it will appear on the Earnings and Deductions Statement for the pay period in which the leave activity is entered. Entering leave before the end of the pay period in which the leave was taken ensures the statement will reflect accurate leave data. Leave entered after the statement for the pay period has been processed can be applied retroactively to the period in which it was taken.