

**Policy:** 2230-2- Annual Leave

**Section:** Leave and Holidays

**Office/Department:** Division of Human Resources

**Reports To:** Division of Admin/General Counsel

**Contact:** 404-631-1000

### DEFINITION:

Annual leave is leave with pay earned by employees of the Georgia Department of Transportation (GDOT) for the purpose of vacation or for transacting personal business.

### ACCRUAL:

An eligible full-time employee (see 2230-1) shall earn annual leave as follows:

Length of Service	Rate of Accrual
0 thru 60 months of service	5 hours per semi-monthly pay period
61 thru 120 months of service	6 hours per semi-monthly pay period
121 months and over of service	7 hours per semi-monthly pay period

For purposes of leave accrual, the length of service will be computed from current continuous, unbroken service in a position entitled to earn leave with a state agency, state authority or unit of the University System of Georgia.

An eligible part-time employee (see [2230-1](#)) who works twenty hours or more per week shall earn annual leave at the appropriate rate prorated by the percentage of time worked. The percentage of time worked shall be determined by dividing the employee's standard hours by forty (40).

Leave shall be earned at the end of each pay period provided:

- A full time employee is in pay status for forty (40) hours or more during the pay period.
- A part-time employee is in pay status an appropriate number of hours during the pay period (e.g., forty (40) hours prorated by the percentage of time worked).

### ACCRUAL LIMITATIONS:

Annual leave shall be cumulative for not more than 360 hours. Any leave earned in excess of 360 hours is forfeited but may, in certain circumstances, be restored to an employee as provided in [2230-4, Sick Leave](#).

### USE OF ANNUAL LEAVE:

Employees may request to use accrued annual leave for any reason.

## **APPROVAL OF ANNUAL LEAVE:**

An employee's use of accrued annual leave is subject to approval by the appropriate supervisor. Under normal circumstances, an employee is expected to request annual leave as far in advance of the need for leave as is reasonably possible. Presentation of a request is expected of all employees a minimum of twenty-four (24) hours in advance of the date of use. **All** requests for use of annual leave **must** have the **prior approval** of the appropriate supervisor before the leave is taken, except in cases of emergency. It is the responsibility of the supervisor to determine if a particular situation constitutes an emergency.

It is a supervisor's responsibility to ensure that adequate staff is present every work day to conduct the business. Therefore, employees should be aware that a request to use annual leave may be denied if an employee's presence at work on the requested leave day(s) is necessary to the functioning of the work unit and the supervisor cannot arrange a satisfactory alternative.

Absence without proper authorization will be charged to Unauthorized Leave without Pay and may result in disciplinary action up to and including dismissal.

## **SEPARATION FROM EMPLOYMENT:**

Employees shall be compensated for any annual leave which is unused and not forfeited at the time of separation from employment (see [2230-3](#)).

## **References:**

Rules of the State Personnel Board, Rule 16, Absence from Work  
Leave Regulations, [2230-1](#)  
Sick Leave, [2230-4](#)  
Terminal Leave, [2230-3](#)

## **History:**

annual review: 03/05/24;  
added to TOPPS: 12/15/95  
added to MOG: 04/25/95