Changes to Personnel Rule 4. Time Off

Summary

- Update the Personnel Rule 4 Time Off to align with the Workday implementation and several additional changes.
- Approved by the Unified Personnel Board on November 5, 2026.

Background

The policy reduces the maximum amount of scheduled annual leave that eligible retiring employees may use after their last day worked but before separation from 8 weeks to 4 weeks effective July 1, 2027, subject to budget availability and applicable eligibility requirements. Effective July 1, 2028, all conditions and exceptions will be eliminated, meaning the use of annual leave will no longer be permitted after the last day worked in conjunction with separation of employment, unless otherwise required by law. The employee will still receive a lump sum payment for unused authorized annual leave up to a maximum of 3 times their annual accrual rate.

The Comp Time Usage Policy was consolidated into Rule 4 under Compensatory (Comp) Time.

The text regarding using paid leave time prior to leave without pay was moved from the beginning to section J. Other Leave of Absence Without Pay.

Funeral leave was updated to the appropriate term of bereavement leave and clarifies that the Appointing Authority, in coordination with Human Resources, may request documentation to support an employee's bereavement leave.