



TO: AGENCY PERSONNEL ADMINISTRATORS

DT: March 15, 2000

RE: General Letter No. 102 Revised – Personal Leave Days

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ALAN J. MAZZOLA
Deputy Commissioner

General Letter No. 102 (dated July 5, 1967) refers to “the new State Personnel Act” and announces – at that time - a new benefit to employees: Personal Leave Days. The following information is provided to update this General Letter.

- **AUTHORITY:** C.G.S. 5-250 (c) states: “In addition to annual vacation, each appointing authority shall grant to each full time permanent employee in the state service three days of personal leave of absence with pay in each calendar year. Personal leave of absence shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken in a calendar year shall not be accumulated.”
- **ELIGIBILITY:** Classified and unclassified employees who have completed six months of service are eligible for three (3) personal leave days per year. (Exception: teachers working a 10-month schedule are eligible for 2.5 days of personal leave per calendar year.) Part-time managers and some part-time bargaining unit members who have completed six months of continuous service shall receive pro-rated personal leave based on the ratio of the employee’s work schedule. For example, managerial or confidential employees who are regularly assigned to a part-time schedule receive pro-rated personal leave based on the ratio of their work schedule to 40 hours, as averaged over the preceding two months (see MPP 88-3). Please refer to collective bargaining agreements for information concerning personal leave for permanent, part-time bargaining unit employees as some part-time employees working less than 20 hours per week are not eligible for pro-rated personal leave (i.e., NP-6, P-1, P-4).
- **PROCESS:** Employees must request and receive approval to use personal leave days. There are at least two collective bargaining agreements (P-3B, P-2) that identify the amount of advance notice that *should* be given to the supervisor. Again, personal leave days not used within a calendar are NOT carried over to the following calendar year.

Please share this information with your staff. Contact any member of the BRT at 713-5058, 713-5176 or 713-5062 or via e-mail should you have questions concerning this General Letter.

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