



# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

STATE OFFICE BUILDING HARTFORD, CONNECTICUT 06106-1630



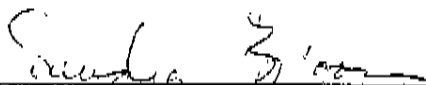
## MEMORANDUM

### MANAGEMENT PERSONNEL POLICY NO. 88-3

**TO:** AGENCY HEADS  
**DATE:** August 1, 1989  
**SUBJECT:** PRO-RATED PERSONAL LEAVE TIME

In accordance with Connecticut General Statute 5-200(r), the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management has extended the following benefit to all Managers and Confidential employees.

Permanent part-time employees shall receive pro-rated personal leave based on the ratio of their work schedule to thirty-five (35) hours as averaged over the preceding two months. (Example: An employee who averages twenty-five (25) hours per week in the two (2) months prior to the crediting will receive credit for 25/35 of the personal leave, or in this example, 15 hours.)

  
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Sandra Biloon, Director of  
Personnel and Labor Relations