MISSOURI DEPARTMENT OF TRANSPORTATION
PERSONNEL POLICY PROCEDURES

PROCEDURES FOR PERSONNEL POLICY: 3001, "Annual Leave"

EFFECTIVE DATE: January 1, 2026
PRIOR EFFECTIVE DATE: September 1, 2021

PROCEDURES

1. Under twice-a-month pay, some pay periods will have 9 days (72 hours), some will have 10 days (80 hours), some will have 11 days (88 hours), and some will have 12 days (96 hours). To maintain a standard twice-a-month pay rate for exception paid employees in the SAM II/HR Payroll System, a standard number of hours per pay period is being used. The standard number of hours for full-time employees is 86.667 hours (86 hours and 40 minutes) per pay period. The system assumes that exception paid employees work 86 hours and 40 minutes each pay period. If exception-paid employees are in a leave without pay situation during a pay period, the number of hours of leave without pay is subtracted from the standard hours (86.667) to determine the hours of leave accrual for the pay period. For positive paid employees (permanent part-time) the hours in pay status each pay period will determine the employees' leave accruals for the pay period.

2. Upon employment, districts/divisions/offices will inform employees who have prior service with other state agencies to have the previous employers provide, in writing, the dates of employment, total month(s) of service with the State of Missouri, and the employees' final annual leave accrual rates.

3. If employees are transferring from a Missouri state agency that is not on-line with the SAM II HR/Payroll System, the employees must submit written verification from the previous employer specifying the rate at which the annual leave credit was earned with the other agency, the period of service involved, and the total unused vacation credit at the time of transfer that was not paid.

4. It is not within the intent of this personnel policy to allow employees to take a lengthy vacation and then return to work for a brief period in order to accrue additional annual leave for the time they were off immediately prior to either taking an approved leave of absence without pay or terminating their employment with the department.

Ashley Halford
Human Resources Director