

Executive Personal Leave Policy

The purpose of this policy is to provide flexibility for people in certain appointed positions in State Government and to recognize the need for sick and annual leave for these positions.

W.S. 9-2-1706(b), a Department Director serves at the pleasure of the governor and may be removed by him as provided in W.S. 9-1-202. Department Directors are not subject to the state compensation or personnel system as conditions of their own employment but are otherwise state employees.

This policy only applies to Cabinet Directors, Separate Operating Agency Directors and at-will positions in the Governor's Office.

Effective April 1, 2003 the system of accrual for sick and annual leave is suspended for the above mentioned executive appointees and this policy now applies to these positions.

This policy has been amended on November 5, 2003 and September 20, 2005.

- Executive appointees will now be compensated at the rate of sixteen (16) hours per month personal leave to be used at the discretion of the employee with the approval of the Governor or his designee.
- The accrued leave must be used within the calendar year that it is earned with the exception that eighty (80) hours may be carried over to the next year. (9/20/2005)
- Any exception to carry over above the eighty (80) hours maximum will be subject to the approval of the Governor or his designee. (9/20/2005)
- Executive appointees will be not charged for days missed due to minor illness. However, if an illness exceeds five (5) working days, use of accrued personal leave, sick leave donations and /or leave without pay will be considered on a case by case basis subject to approval of the Governor or his designee.
- Executive appointees will no longer be paid for any unused accrued leave upon termination, separation of service or normal retirement.
- Current state employees accepting appointment to an Executive position that have accrued sick and annual leave will have their accrued balances frozen. Hours earned under this system will not be added to the frozen account balance. Upon termination, separation of service or normal retirement, the frozen balances will be paid in accordance with current State Personnel Rules at the hourly rate of pay that was in effect at the time the account was frozen.
- An employee with sick and annual accrued leave that has been frozen may petition the Governor to use any portion of his frozen balance if the need arises. The decision to allow use of this balance is at the sole discretion of the Governor.

- Executive appointees, upon transfer to another state agency will be allowed to carry not more than forty (40) hours of accrued Executive Personal Leave to the new agency. Upon transfer of forty (40) or less hours, those hours will be divided equally between Annual Leave and Sick Leave and posted to those accounts for future use by the individual. (11/5/2005)

This policy information was reviewed by Dean Fausset and Brian Foster, A & I Human Resources.