

Civil Service Rule 13.7
Vacation Leave

13.7 Vacation Leave

Each employee in the classified service shall earn vacation with pay at the rate of one working day for each full month of service. Appointing authorities shall determine the time at which vacation leave may be taken. No vacation leave shall be granted during the first six months of service, but upon satisfactory completion of such period, vacation leave shall accrue to the employee for the time served. Unused vacation leave may be accumulated to a total of twenty-four working days provided, however, that an employee who is about to lose a day of vacation leave because of the limitation of accrual imposed by this rule, upon advance notice to the appointing authority, may within the 30 days following absent himself with or without the consent of his appointing authority to prevent the loss of such day, and action so taken by the employee shall not constitute a basis for disciplinary action or loss of pay.

An employee on military leave as provided in Rule 13.11 shall not be limited to twenty-four days accrual of vacation leave. He may immediately upon his reinstatement from military leave take all vacation leave in excess of twenty-four days with or without the consent of his appointing authority. In the alternative, he may elect to be credited with the vacation leave in excess of twenty-four days, but such leave shall be taken at a time determined by the appointing authority prior to July 1, 1948. Any employee who has heretofore been reinstated but has not taken his vacation leave in excess of twenty-four days shall be entitled to the benefits provided in the preceding sentence.

Any employee who is separated from the state service by layoff, resignation, death or otherwise and any employee who is transferred or who accepts employment under the jurisdiction of a new appointing authority of the state shall be entitled upon such separation, transfer, or acceptance of such new employment to pay for any unused portion of his annual leave allowance.

STATE OF MINNESOTA
DEPARTMENT OF STATE

FILED

JUL 1 - 1947 - 9:35 a.m.

W. H. Holm
Secretary of State.

The foregoing... examined and approved as
to form and execution this 30th day of June 1947
J. A. A. BURNQUIST,
Attorney General.
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