

## 5-10 Paid Holidays and Leave

### 5-10.1 Paid Holidays

A full-time career employee is allowed 8 hours paid absence from work on 132 approved state holidays in odd numbered years and 143 approved state holidays in even numbered years. A less than full-time career employee is allowed paid holiday absence in proportion to the time actually in pay status, in accordance with the regulations.

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### 5-10.2 Paid Leave

#### (a) Leave accrual and accumulation.

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(4) Funeral leave. In the event of the death of an employee's spouse, child, parent, or sibling, the employee will be allowed 8 hours of funeral leave on the day of the funeral to attend the service.

#### (b) Leave use and limitations.

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(3) **Other limitations.** Annual, personal, school and community participation, funeral, and sick leave cannot be authorized, accumulated, or credited in excess of limits established in the compensation plan.

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(5) Use of funeral leave. An employee may use funeral leave when approved by the appointing authority in accordance with the compensation plan.