



**State of Oklahoma
Office of Management &
Enterprise Services
Human Capital Management**

**ANNUAL LEAVE ACCUMULATION
LIMITS AND YEARLY ACCRUALS**

Per 74 O.S. §840-2.20 (A)(2), the maximum annual leave accumulation limit is either 240 hours for employees with less than five years service and 480 hours for employees with more than five years service. 74 O.S. §840-2.20 (A)(1) provides the appointing authority the discretion to allow employees to accumulate up to one year of annual leave above the annual leave accumulation limit.

MR 260:25-15-11 (b)(5) states in part “Unused accrued annual leave shall be accumulated for no more than the maximum leave accumulation limits specified in 530:10-15-10 or at the discretion of the Appointing Authority, employees may accrue up to the accumulation limit plus the accrual for one year. If employees are permitted to accumulate above the accumulation limit, such excess must be used during the same calendar year in which it accrues or within twelve months of the date on which it accrues.” OMES has elected the rolling year plan. This section provides direction on the rolling year plan as described below.

Rolling Year Plan – addresses “such excess must be used . . . within twelve months of the date on which it accrues”. This plan accumulates up to one year’s worth of accrual on top of the accumulation limit. Employees may maintain this balance for use indefinitely. Once the maximum is reached the leave must be used or anything over the accumulation limit plus one year will be lost. The PeopleSoft system will not accrue leave above the accumulation limit plus one year, so the excess leave will be lost each pay period (every two weeks) until the balance falls below the amount.

ANNUAL LEAVE ACCUMULATION LIMITS AND YEARLY ACCRUALS					
Annual Leave					
Years of Cumulative Service	Yearly Accrual	Accumulation Limit		*Accrual above limit per 74:840-2.20(1)	
		Number of Days	Hourly Equivalent	One Additional Year of Accrual	Maximum Accrual Limit
Less than 5 years	15 days/year	30	240	120	360
5 to 10 years	18 days/year	60	480	144	624
10 to 20 years	20 days/year	60	480	160	640
Over 20 years	25 days/year	60	480	200	680

PAYOUT AT END OF EMPLOYMENT

As of July 1, 2013, when an employee transfers to another state agency they may be paid out up to 240/480 of annual leave depending on years of service and transfer the remaining balance as long as the receiving agency will accept it. When they leave state service, they are only paid 240/480 hours and lose the rest.