**State of Arizona Employee’s Annual Leave Plan Flowchart**

START HERE

- **Uncovered**
  - Is the EE covered or uncovered?
    - Covered
    - Uncovered

- **Is the EE Hire Date after 09/29/2012?**
  - Yes
  - No

- **Is EE in a Political Appointment position?**
  - Yes
  - No

**IMPORTANT NOTE**

"If an employee is in a Political Appointment position, the At-Will Status of the position, as reflected in HRIS, should equal a Political Appointment value. The At-Will Status may be viewed on the assignment tab of the employee record (HR11). The value in the At-Will Status field should not equal “covered” or “uncovered” if an employee is in a Political Appointment position.

Please see A.R.S. § 41-742(F) for a list of positions that are considered political appointments. For questions regarding political appointments, please contact ADOA Classification/Compensation."

**Verification**

In order for an employee to properly accrue annual leave at the correct rate, several items must be **accurate and consistent** in HRIS:

- FTE must be consistent with Annual Leave Plan (see Important Note).
- FTE and EE Status Code must be consistent with each other (e.g. FTE is equal to 1.0 then EE Status must equal FT).
- Annual Leave User Field must equal Annual Leave Plan.
- On the following day, always **VERIFY** that the correct Annual Leave Plan has been established.

**IMPORTANT NOTE**

*** Annual Leave Plans end with a numeric number (e.g. **LPANUNC1, 2, 3, 4**).

Legend is as follows:

1 = Full Time
2 = Part Time
3 = Three Quarter Time
4 = Quarter Time