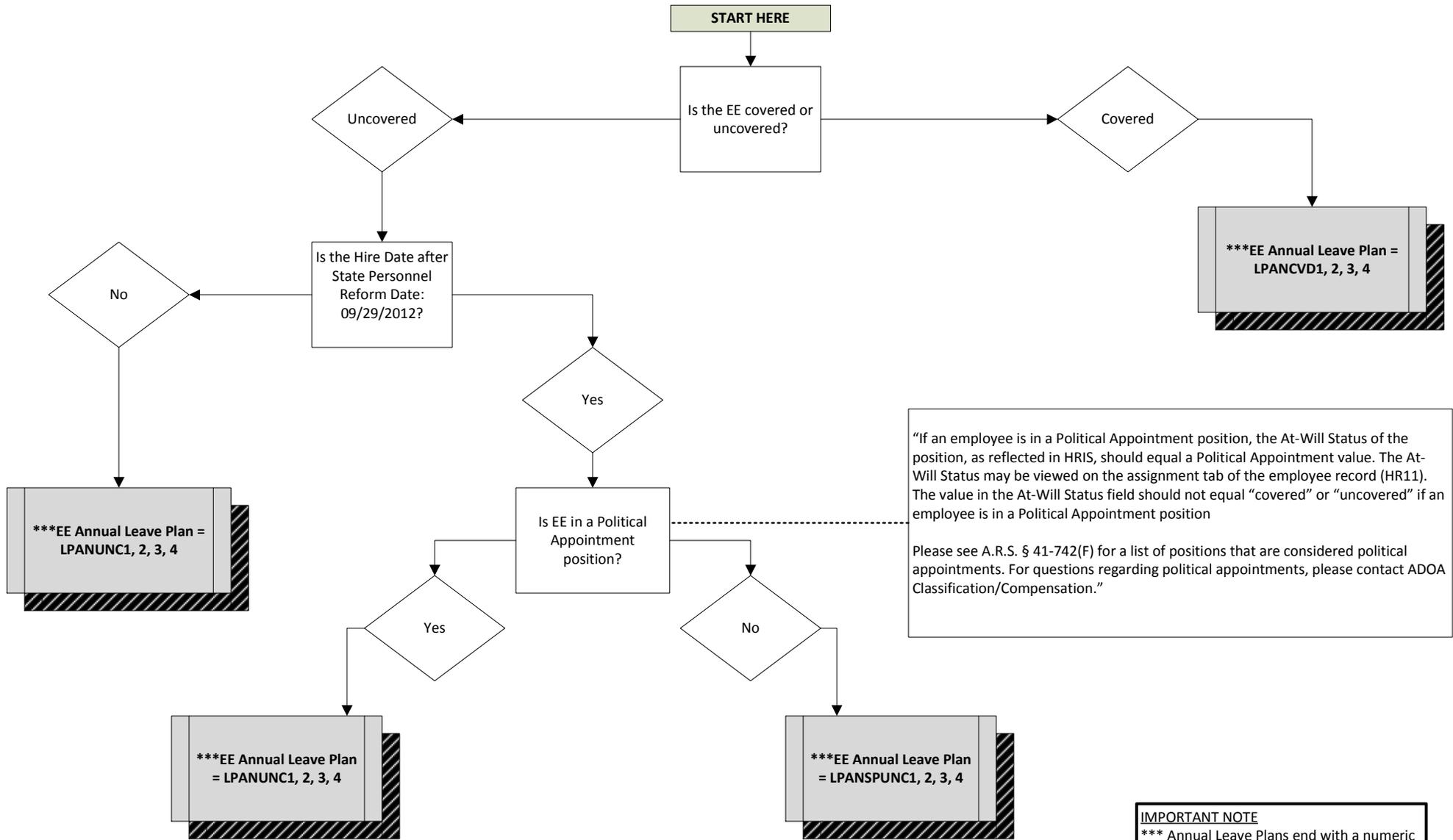


State of Arizona Employee's Annual Leave Plan Flowchart



“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).
- 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).
Legend is as follows:
1 = Full Time (FTE=1.0)
2= Part Time (FTE=.5)
3=Three Quarter Time (FTE=.75)
4= Quarter Time (FTE=.25)