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

**START HERE**

- **Uncovered**
- **Covered**

- **Is the EE covered or uncovered?**
  - **No**
  - **Yes**
    - **Is the Hire Date after State Personnel Reform Date: 09/29/2012?**
      - **No**
      - **Yes**
        - **Is EE in a Political Appointment position?**
          - **Yes**
            - *****EE Annual Leave Plan = LPANUNC1, 2, 3, 4***
          - **No**
            - *****EE Annual Leave Plan = LPANSPUNC1, 2, 3, 4***

**IMPORTANT NOTE**

- *****EE Annual Leave Plan = LPANCD1, 2, 3, 4***

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**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.

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“**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.”**

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**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)

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Revised: February 20th, 2015