

123:1-41-22

**Cash conversion of accrued leave at layoff, and restoration of leave credit.**

(A) General. Any employee who is eligible for a cash conversion of their accumulated leave and who is laid off may have his or her accumulated balances of vacation, personal leave, and sick leave converted to a cash benefit according to the following:

- (1) Sick leave and personal leave. Any accumulated unused balances of sick leave and personal leave may be converted to cash in accordance with the rules established in Chapter 123:1-32 of the Administrative Code; and
- (2) Any accumulated unused balance of vacation may be converted to a cash payment at the time an employee is laid off.

Payment of any cash conversion made to employees paid by warrant of the director of budget and management ~~shall~~will be made according to the provisions of Chapter 123:1-32 of the Administrative Code and the procedures established by the director.

(B) Reinstatement of leaves. Employee's leave balances may only be reinstated if the employee's layoff is disaffirmed by the state personnel board of review and the employee submits a reimbursement for the entire amount of the leave balance previously converted.

Effective:

Five Year Review (FYR) Dates: 9/15/2022

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
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