



Performance Management: Employees on Leave



This document outlines guidance regarding employee performance evaluations for employees on approved leave.

- Employees who have been on **military** leave for the *entire performance* year shall receive an annual performance evaluation rating consistent with what the employee would have attained with “reasonable certainty” had the employee remained in continuous status through the entire performance year. In most instances, this will be the rating from the previous performance year.
 - Evaluators will indicate that the employee is on leave within each performance phase
 - (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in the task and save and exit. The employee’s performance review tasks will remain in the evaluator’s performance action items until the tasks expire. Agency Performance Management Administrators will report the final rating for these employees to the Personnel Cabinet by April 1st.
- Employees who have been on other types of leave for the *entire performance* year shall not receive an annual performance evaluation for that year. The agency shall place a memorandum in the employee’s personnel file and attach to the Year/End Interim Review/Final Evaluation task, explaining that the employee was on leave for the entire year and therefore, was not evaluated.
 - Evaluators will indicate that the employee is on leave within each performance phase (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in each task and save and exit. The employee’s performance review tasks will remain in the evaluator’s performance action items until the tasks expire.
- Employees who have been on leave for *partial* year for any reason shall receive an annual performance evaluation and should be evaluated based on expectations and performance during the time the employee worked.
 - **Annual Performance Planning Phase**
 - If the employee will return during the Annual Performance Planning Phase, the evaluator should take no action on the task until the employee returns. Once the employee returns, the evaluator should complete the task.
 - If the employee returns and the Annual Performance Plan will not be completed by the compliance date of January 31st, the Agency Performance Management Administrator should submit an extension request via business request with the Personnel Cabinet for approval. Approved extensions should be filed within the employees personnel file and attached to the Annual Performance Planning task in MyPURPOSE
 - If the employee will be on leave for the entire Annual Performance Planning Phase (Jan 1-31), evaluators will indicate that the employee is on leave within the task, by selecting the on leave drop down option in the task and save and exit.
 - **Mid-Year Interim Review**
 - If the employee was on leave during the first phase, Annual Performance Planning, and returns during the Mid-Year Interim Review phase, the evaluator will first

locate the employee's Annual Performance Planning task from their action items and complete. Once the Annual Performance Planning task is completed, the employee's goals will automatically populate in their Mid-Year Interim Review task, and the Mid-Year Interim Review task may be completed.

- If the employee will be on leave for the entire Mid-Year Interim Review period (Jan 1- July 31), evaluators will indicate that the employee is on leave within the task, by selecting the on leave drop down option in the task and save and exit.
- If the employee returns and the Mid-Year Interim Review will not be completed by the compliance date of July 31st, the Agency Performance Management Administrator should submit an extension request via business request with the Personnel Cabinet for approval. Approved extensions should be filed within the employees personnel file and attached to the Mid-Year Interim Review task in MyPURPOSE.

○ **Year-End Interim Review/Final Evaluation**

- If the employee is on leave and returns during the Year-End Interim Review/Final Evaluation, the evaluator must ensure that the Annual Performance Planning task has been completed. The Year-End Interim Review/Final Evaluation cannot be completed without employee goals. The Annual Performance Planning task can be located within the evaluator's action items. Once the Annual Performance Planning task is completed, employee's goals will automatically populate in their Year-End Interim Review/Final Evaluation task and can be completed.
- If the employee returns and the Year-End Interim Review/Final Evaluation will not be complete by the compliance date of January 31st, the Agency Performance Management Administrator should submit an extension request via business request with the Personnel Cabinet. Approved extensions should be filed within the employees personnel file and attached to the Year End Interim/Final Evaluation in MyPURPOSE
- If the employee will be on leave for the entire Year-End Interim Review/Final Evaluation phase (Aug 1-Dec 31Jan 1-31), evaluators will indicate that the employee is on leave within the task, by selecting the on leave drop down option in the task and save and exit.