



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 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 through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request.. Agency Performance Management Administrators will report the final rating for these employees to the Personnel Cabinet once the employee returns, via a business request. At this time the agency will manually award any annual incentive days to the employee.
- 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, explaining that the employee was on leave for the entire year and therefore, was not evaluated.
 - Evaluators will indicate 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 through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request.
- 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 is on leave for part of 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 is 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 Annual Performance Planning phase, and returns during the Mid-Year Interim Review phase, the evaluator should complete the Annual Performance Planning task first. Once completed, the employee’s goals will automatically populate in their Mid-Year Interim Review task, for completion.

- If the employee will be on leave for the entire Mid-Year Interim Review phase (July 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.
- **Year-End Interim Review/Final Evaluation**
 - If the employee was on leave and returns during the Year-End Interim Review/Final Evaluation, the evaluator must ensure that the Annual Performance Planning task is complete, and goals have been created. If the employee was on leave during the Mid-Year Interim Review the evaluator's comments should reflect that the employee was on leave and then complete the task. Once both tasks are completed all goals and comments will automatically populate in the Year-End Interim Review/Final Evaluation for completion.
 - If the employee is on leave for the entire Year-End Interim Review/Final Evaluation 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. Once the employee returns, the task should be completed based on the time worked and final rating reported to the Personnel Cabinet. Agencies are responsible for manually awarding any annual leave incentive days.