Paul E. Patton
Governor

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
200 FAIR OAKS LANE
5TH FLOOR
FRANKFORT, KENTUCKY 40601
(502) 564-4460

Carol M. Palmore
Secretary

November 25, 2003

MEMORANDUM **REVISED PERSONNEL MEMO 03 - 16**

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Carol M. Palmore, Secretary

SUBJECT: 2003 Employee Performance Evaluation Annual Leave Awards

This memo is to clarify how agencies shall award annual leave earned as a result of the 2003 Employee Performance Evaluation.

Eligible employees who are on the payroll as of April 30th, 2004 and who will have earned annual leave as a result of performance evaluation, will be credited with the additional annual leave by the Personnel Cabinet on April 30th, 2004.

Bonus annual leave will be awarded to employees who resign or retire from state government between January 1st and April 29th of the new performance year as follows:

> **The employing agency will be responsible for crediting the employee's leave award to his or her annual leave balance. Crediting of the employee's leave award must occur at the time of the employee's separation from state service. An employee will be paid upon resignation or retirement for his or her annual leave up to the maximum allowed by Personnel regulation 101 KAR 2:102, Section 1(2)(i). Any annual leave in excess of the maximum allowed will be converted to sick leave upon retirement.**

If you have any questions regarding this matter, please contact Johnny Keene at (502) 573-0325.

EDUCATION PAYS
AN EQUAL OPPORTUNITY EMPLOYER M/F/D