

MDOT Payroll Center 2024 Leave Projections							
(# of credits)			(1.0)	(1.5)	(2.0)	(2.5)	(1.50)
Pay #	PP Ending Date	Carryover	VAC 0 to 5 yrs	VAC 6 to 10 yrs	VAC 11 to 20 yrs	VAC Over 20 yrs	Sick
2	01/09/24	4	2.0	3.0	4.0	5.0	3.0
3	01/23/24	6	3.0	4.5	6.0	7.5	4.5
4	02/06/24	8	3.0	4.5	6.0	7.5	4.5
5	02/20/24	10	3.0	4.5	6.0	7.5	4.5
6	03/05/24	12	3.0	4.5	6.0	7.5	4.5
7	03/19/24	14	3.0	4.5	6.0	7.5	4.5
8	04/02/24	16	3.0	4.5	6.0	7.5	4.5
9	04/16/24	18	3.0	4.5	6.0	7.5	4.5
10	04/30/24	20	3.0	4.5	6.0	7.5	4.5
11	05/14/24	22	3.0	4.5	6.0	7.5	4.5
12	05/28/24	24	3.0	4.5	6.0	7.5	4.5
13	06/11/24	0	4.0	6.0	8.0	10.0	6.0
14	06/25/24	2	3.0	4.5	6.0	7.5	4.5
15	07/09/24	4	3.0	4.5	6.0	7.5	4.5
16	07/23/24	6	3.0	4.5	6.0	7.5	4.5
17	08/06/24	8	3.0	4.5	6.0	7.5	4.5
18	08/20/24	10	3.0	4.5	6.0	7.5	4.5
19	09/03/24	12	3.0	4.5	6.0	7.5	4.5
20	09/17/24	14	3.0	4.5	6.0	7.5	4.5
21	10/01/24	16	3.0	4.5	6.0	7.5	4.5
22	10/15/24	18	3.0	4.5	6.0	7.5	4.5
23	10/29/24	20	3.0	4.5	6.0	7.5	4.5
24	11/12/24	22	3.0	4.5	6.0	7.5	4.5
25	11/26/24	24	3.0	4.5	6.0	7.5	4.5
26	12/10/24	0	4.0	6.0	8.0	10.0	6.0
27	12/24/24	2	3.0	4.5	6.0	7.5	4.5
*1	12/31/24		1.0	1.5	2.0	2.5	1.5
Total credits for 2024			80.0	120.0	160.0	200.0	120.0
* partial leave credit; balance will be credited in 2024							
Full leave credits earned as long as employees don't go without pay/ASL/ESL (1-1-2024 to 12-31-2024)							
(WP XX/AS/EL and overtime hours do not count toward leave earnings.)							

2024 TSHRS Holiday Schedule						
	Date			Day		
New Year's Day 2024			01/01/24		Mon	
Martin Luther King Day			01/15/24		Mon	
Presidents' Day			02/19/24		Mon	
Memorial Day			05/27/24		Mon	
Juneteenth			06/19/24		Wed	
Independence Day			07/04/24		Thurs	
Labor Day			09/02/24		Mon	
Columbus Day			10/14/24		Mon	
Presidential General Election Day			11/05/24		Tues	
Veterans' Day			11/11/24		Mon	
Thanksgiving Day			11/28/24		Thurs	
Christmas Day			12/25/24		Wed	

When a State holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.

Permanent employees earn a credit (based on years of service) for every 26 payable hours, excluding

**Annual Leave:**

An employee with 0-5 years of service will earn 1.0 hours for every 26 payable hours, in the 14 day

An employee with 6-10 years of service will earn 1.5 hours for every 26 payable hours, in the 14 day

An employee with 11-20 years of service will earn 2.0 hours for every 26 payable hours, in the 14 day

An employee with over 20 years of service will earn 2.5 hours for every 26 payable hours, in the 14 day

Everyone earns 1.5 hours of sick leave for every 26 payable hours, in the 14 day pay period

Payable hours include regular hours worked and/or leave hours used. Overtime does not count toward

26 hours does not divide evenly into 80 hours so basically each employee will earn

3 credits of annual leave for each 80 hour pay period they are paid, excluding employees using a

If you take 26 times 3 you get 78 hours ...we then subtract 78 from 80 and are left with 2 hours....which becomes the carryover.

Every 13 pays, enough "carryover" has accumulated to equal 26 and hence why everyone gets the extra leave credit

For someone without pay, you can calculate the projected leave earnings by looking at the carryover. For example: an employee with 7 years of service has 16 hour carryover and works 62 hours (18 hours of WP XX) the employee will have 78 earned hours and will earn 4.5 hours of annual and 4.5 hours of sick

For example: an employee with 12 years of service has 24 hour carryover and works 24 hours (56 hours of WP XX) the employee will have 48 earned hours and will earn 2.0 hours of annual and 1.5 hours of sick

**Personal Leave (LP)::**

January 1 to June 30=56.0 hours (64.0 hours when FY includes February 29th)

July 1 to November 30=24.0 hours

December 1 to December 31=8.0 hours

**Paid Sick and Safe (LT):**

January 1 to June 30=40.0 hours

July 1 to November 30=20.0 hours

December 1 to December 31=8.0 hours

uding employees using advanced or extended sick leave

ay pay period  
day pay period  
· day pay period  
14 day pay period

towards leave earnings.

dvanced or extended sick leave.