

Register

STATE OF DELAWARE



EXECUTIVE DEPARTMENT
DOVER

EXECUTIVE ORDER
NUMBER EIGHTEEN

TO: Heads of All State Departments and Agencies

RE: Establishment of Uniform Leave Rules For Exempt Employees

WHEREAS, there has been a lack of uniformity in leave rules applied by State agencies; and

WHEREAS, no statutory or other guidelines exist to assist agencies in achieving uniformity among all State agencies of leave rules for exempt employees; and

WHEREAS, it is desirable to establish uniform leave rules for all State agencies and exempt employees; and

WHEREAS, it is desirable to make these leave rules similar to the rules which apply to senior merit system or non-exempt employees:

NOW, THEREFORE, I, RUSSELL W. PETERSON, by virtue of the authority vested in me as Governor of the State of Delaware, do hereby declare and order as follows:

- 1. That State agencies are urged to follow the following guidelines for non-exempt employees in establishing leave rules for those employees.

VACATION LEAVE

- (A) 1-3/4 work days per month (21 days per year) with maximum accumulation of 42 days.

SICK LEAVE

- (B) 1-1/4 work days per month (15 days per year) with maximum accumulation of 90 days.

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TERMINAL PAY

- (C) (i) All unused vacation pay.
(ii) Sick leave:
- (i) At retirement under the State Pension Law at the rate of one day's pay for each two days of unused leave.
 - (ii) If laid off without prejudice for lack of work, at the rate of one day's pay for each two days of unused leave.
 - (iii) In the event of death of the employee, payment shall be made to his estate at the rate of one day's pay for each day of unused leave.

APPROVED This 31st day of December, 1969.



Russell W. Peterson
Governor

ATTEST:

Eugene F. Brantley
Secretary of State