

## **ANNUAL LEAVE vs. SICK LEAVE/VACATION**

Below is an "**unofficial**" overview of the two programs. Employees must read **ARTICLE 10 - LEAVES** in the **Bargaining Unit 8 MOU** for a complete explanation of the available leave programs.

**Annual Leave:** If you choose Annual Leave for your leave credit option, you will be issued annual leave credits in lieu of the vacation and sick leave credits. These leave credits may be use for any type of leave. Unused credits **will be** cashed out upon separation.

**Sick Leave/Vacation:** If you choose Sick Leave/Vacation for your leave credit option, you may not use vacation credits until your have completed **6 consecutive qualifying pay periods**. If you have met the 6 month criteria, any unused vacation credits **will be** cashed out upon separation. Sick leave credits are lost unless you return to work within 6 months of your separation date. Accumulated sick leave credits can count towards retirement.

Also be aware that leave credits for both of these programs accrue at different rates. Check the MOU for those rates.