

**MDOT Payroll
2025 Leave Projection Schedule**

(# of credits)			(1.0)	(1.5)	(2.0)	(2.5)	(1.5)
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
1	01/07/25	14	1.0	1.5	2.0	2.5	1.5
2	01/21/25	16	3.0	4.5	6.0	7.5	4.5
3	02/04/25	18	3.0	4.5	6.0	7.5	4.5
4	02/18/25	20	3.0	4.5	6.0	7.5	4.5
5	03/04/25	22	3.0	4.5	6.0	7.5	4.5
6	03/18/25	24	3.0	4.5	6.0	7.5	4.5
7	04/01/25	0	4.0	6.0	8.0	10.0	6.0
8	04/15/25	2	3.0	4.5	6.0	7.5	4.5
9	04/29/25	4	3.0	4.5	6.0	7.5	4.5
10	05/13/25	6	3.0	4.5	6.0	7.5	4.5
11	05/27/25	8	3.0	4.5	6.0	7.5	4.5
12	06/10/25	10	3.0	4.5	6.0	7.5	4.5
13	06/24/25	12	3.0	4.5	6.0	7.5	4.5
14	07/08/25	14	3.0	4.5	6.0	7.5	4.5
15	07/22/25	16	3.0	4.5	6.0	7.5	4.5
16	08/05/25	18	3.0	4.5	6.0	7.5	4.5
17	08/19/25	20	3.0	4.5	6.0	7.5	4.5
18	09/02/25	22	3.0	4.5	6.0	7.5	4.5
19	09/16/25	24	3.0	4.5	6.0	7.5	4.5
20	09/30/25	0	4.0	6.0	8.0	10.0	6.0
21	10/14/25	2	3.0	4.5	6.0	7.5	4.5
22	10/28/25	4	3.0	4.5	6.0	7.5	4.5
23	11/11/25	6	3.0	4.5	6.0	7.5	4.5
24	11/25/25	8	3.0	4.5	6.0	7.5	4.5
25	12/09/25	10	3.0	4.5	6.0	7.5	4.5
26	12/23/25	12	3.0	4.5	6.0	7.5	4.5
*1	12/31/25		2.0	3.0	4.0	5.0	3.0
Total credits for 2025			80.0	120.0	160.0	200.0	120.0

* partial leave credit; balance will be credited in 2025

**Full leave credits earned as long as employees don't go without pay/ASL/ESL (1-1-2025 to 12-31-2025)
(WP XX/AS/EL and overtime hours do not count toward leave earnings.)**

2025 TSHRS Holiday Schedule

	Date	Day
New Year's Day 2025	01/01/25	Wed
Martin Luther King Day	01/20/25	Mon
Presidents' Day	02/17/25	Mon
Memorial Day	05/26/25	Mon
Juneteenth	06/19/24	Thurs
Independence Day	07/04/25	Fri
Labor Day	09/01/25	Mon
Columbus Day	10/13/25	Mon
Veterans' Day	11/11/25	Tues
Thanksgiving Day	11/27/25	Thurs
Christmas Day	12/25/25	Thurs

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 employees using advanced or extended sick leave

Annual Leave:

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

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

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

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

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 towards leave earnings.

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 advanced or extended sick leave.

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