**Section 630.410 Eligibility**

a) Employees, except emergency and temporary, shall earn vacation time. No employee on leave of absence may earn vacation except when the leave was for the purpose of accepting a temporary working assignment in another class. Vacation accrual rates will be determined by the Director and shall be consistently applied to all employees.

b) Vacation time may be taken in increments of not less than one-half (½) day at a time, any time after it is earned, provided the employee has at least six (6) months of continuous service since the latest date of hire. Vacation time shall not be accumulated for more than twenty-four (24) months after the end of the calendar year in which it is earned.

c) Computation of vacation time of State employees who have interrupted continuous State service shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service.