

Human Resources

Annual Leave

All Department of Juvenile Justice classified employees earn from 12 - 27 days of annual leave each year depending upon length of service with the Commonwealth. This leave can be used for any reason.

Years of Service	Accrual Rate	Maximum Amount for Carrying Over
Less than 5 years	4 hours semimonthly (12 days)	192 hours (24 days)
5 – 9 years	5 hours semimonthly (15 days)	240 hours (30 days)
10 – 14 years	6 hours semimonthly (18 days)	288 hours (36 days)
15 – 19 years	7 hours semimonthly (21 days)	336 hours (42 days)
20 – 24 years	8 hours semimonthly (24 days)	384 hours (48 days)
25 or more years	9 hours semimonthly (27 days)	432 hours (54 days)