

(1) for an employee whose total State service is less than 5 years, at the rate of 10 workdays NOT TO EXCEED 80 HOURS, a year;

(2) for an employee whose total State service is at least 5 years but less than 10 years, at the rate of 15 workdays NOT TO EXCEED 120 HOURS, a year;

(3) for an employee whose total State service is at least 10 years but less than 20 years, at the rate of 20 workdays NOT TO EXCEED 160 HOURS, a year; and

(4) for an employee whose total State service is 20 years or more, at the rate of 25 workdays NOT TO EXCEED 200 HOURS, a year.

[7-304.] 9-303.

(a) Except as provided in subsection (b) of this section, an employee may use annual leave at any time after obtaining approval from the [head of the employee's principal department or other independent unit] EMPLOYEE'S SUPERVISOR.

(b) An employee may not use annual leave until the employee has completed 6 months of State service.

[7-305.

(a) Except as provided in subsection (b) of this section, an employee may use 2 days of annual leave at any time after notice to the employee's immediate supervisor.

(b) (1) If an employee is scheduled to work on a holiday or is employed in a unit that provides a service continuously on a 7-day-a-week basis, the employee may use the 2 days of annual leave provided for in this section only after obtaining approval from the employee's appointing authority.

(2) If the request is made to observe a religious holiday, the appointing authority may deny the request only if:

(i) the employee's unit provides a service continuously on a 7-day-a-week basis;

(ii) the denial is necessary because of a critical shortage of staff in the unit; and

(iii) no reasonable accommodation to the employee's request can be made.

(3) If the request is made for any other reason, the appointing authority may deny the request only if the denial is necessary because of a critical shortage of staff in the employee's unit.]

[7-306.] 9-304.

(a) (1) An employee may accumulate unused annual leave and may carry over from 1 year to the next year up to [45] 50 days OR 400 HOURS of that unused annual leave.