

[7-309.] 9-308.

An employee may voluntarily donate any amount of the employee's annual leave to the State Employees' Leave Bank or to another State employee [who has exhausted all available annual, personal, sick, and compensatory leave because of a serious and prolonged medical condition] UNDER THE EMPLOYEE-TO-EMPLOYEE LEAVE DONATION PROGRAM UNDER SUBTITLE 6 OF THIS TITLE.

Subtitle 4. Personal Leave.

[7-401.]

This subtitle applies to all classified service and unclassified service employees in the State Personnel Management System.]

[7-402.] 9-401.

(a) [Each employee subject to this subtitle is entitled to 3 days of personal leave with pay in a calendar year.]

(1) EXCEPT AS PROVIDED IN PARAGRAPH (2) OF THIS SUBSECTION, EACH EMPLOYEE IN THE STATE PERSONNEL MANAGEMENT SYSTEM, EXCEPT A TEMPORARY EMPLOYEE, IS ENTITLED TO 6 DAYS, NOT TO EXCEED 48 HOURS, OF PERSONAL LEAVE WITH PAY AT THE BEGINNING OF THE FIRST FULL PAY PERIOD OF THE NEXT CALENDAR YEAR.

(2) FOR THE CALENDAR YEAR IN WHICH AN EMPLOYEE BEGINS EMPLOYMENT, THE EMPLOYEE IS ENTITLED ONLY TO THE FOLLOWING PERSONAL LEAVE WITH PAY:

(I) 6 DAYS, NOT TO EXCEED 48 HOURS, IF EMPLOYMENT BEGINS ON OR AFTER JANUARY 1 AND ON OR BEFORE THE LAST DAY IN FEBRUARY;

(II) 5 DAYS, NOT TO EXCEED 40 HOURS, IF EMPLOYMENT BEGINS ON OR AFTER MARCH 1 AND ON OR BEFORE APRIL 30;

(III) 4 DAYS, NOT TO EXCEED 32 HOURS, IF EMPLOYMENT BEGINS ON OR AFTER MAY 1 AND ON OR BEFORE JUNE 30; OR

(IV) 3 DAYS, NOT TO EXCEED 24 HOURS, IF EMPLOYMENT BEGINS ON OR AFTER JULY 1.

(b) Personal leave may be used for any purpose.

[7-403.] 9-402.

(a) Except as provided in subsection (b) of this section, an employee may use personal leave 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 personal leave only after obtaining approval from the employee's appointing authority.