

**STATE OF IDAHO, Military Division  
Headquarters, Idaho National Guard  
4040 W. Guard Street  
Boise, Idaho 83705-5004**

**Change 2 to HQ IDNG (ARNG) 690-200  
HQ IDNGI (ANG) 36-501  
HQ IDNG (STATE) 3  
10 JUNE 2003**

**Personnel**

## **STATE EMPLOYEE PERSONNEL REGULATIONS**

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The following will be incorporated into Chapter 5, HQ IDANG REGULATION (ARNG) 690-200, (ANG) 36-501, (State) 3 during the next revision.

### **Accumulation of Vacation, Comp Time and EAL**

1. It is the policy of the Military Division to ensure employees be encouraged to take vacation and comp time as it accrues. The logic behind the accrual of vacation time is to provide employees with periodic and repetitive down time so they can rest, recreate and reinvigorate their lives. It is to everyone's advantage, the employee and the agency, to have rested and healthy personnel. Employees who find themselves in a "use or lose" vacation situation will be required to use their comp and EAL before they use their vacation accrual.
2. Managers and supervisors are directed to monitor their employee's accumulation of vacation time and to ensure opportunities and workplace conditions are provided that encourages regular and routine execution of vacations, comp and EAL time off. Accumulations of Vacation, Comp and EAL of more than \$5,000 will not be allowed.
3. This policy does not imply that employees cannot accrue sufficient vacation days to enjoy a two or three-week vacation. Its purpose is to limit the financial liability to the Military Division when an employee resigns or retires.
4. Accumulation of overtime (to include comp and EAL) requires prior approval by a manager/supervisor.
5. The POC on this change is Ms. LeRae Nelson at 422-6001.

*//Original Signed//*  
JOHN F. KANE  
Major General  
Commanding General

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