

BUDGET POLICY AND REPORTING MANUAL

<i>date</i> 3/1/72	<i>subject</i> Standard Work Year	<i>item</i> D-230
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1. Purpose and Scope:

The Division of the Budget has promulgated a standard work year for use by State agencies:

- a. to provide a uniform basis for determining their annual work program requirements and related staffing needs; and
- b. to evaluate the utilization of existing staff, staffing patterns, and related production standards and reports.

2. The Standard Work Year Defined:

The standard work year is defined as the number of days worked per year by the average State employee. Based on leave statistics provided by the Department of Civil Service, the standard reflects such factors as annual leave, sick leave, personal leave, and other authorized absences.

Using the most recent full-year data available, the standard work year is 219 days. For work weeks of 37 ½ and 40 hours, this is equivalent to 1,643 and 1,752 hours, respectively.

The Division of the Budget will revise the official standard work year as necessary to reflect current leave statistics and any changes in the amount of leave provided.

3. Use of Other than Standard Work Year:

While the standard work year is applicable to the “average” State employee, it may not be appropriate for certain agencies or major parts thereof. For example, significant modifications to the standard work year could arise from the following circumstances:

- a. unusual work-year situations, such as a large influx of seasonal workers, as exists in the Office of Parks, Recreation and Historic Preservation, or a significant number of employees who work other than a full year, as in the State University;
- b. the development and presentation of valid leave statistics indicating a significant difference from Statewide averages; and
- c. leave provisions for a majority of an agency’s personnel which are substantially different from those for the bulk of State employees, such as in the Division of State Police.

In such cases, an agency should submit all pertinent documentation to its Chief Budget Examiner requesting use of a more appropriate work year. Agencies should not use other than the standard work year unless such advance approval is obtained from the Budget Division.