



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

APPOINTMENTS

SUB-TOPIC

BEGINNING AND ENDING DATES (APPOINTMENT EFFECTIVE DATE)

The following procedure will be used to determine the dates on which appointments begin and end:

1. Unless otherwise specified below, appointments begin on the first day actually worked and end on the last day worked. Reappointment at the beginning of a new fiscal year will not be permitted when the sole purpose is to allow the use of accrued vacation, since vacation must be taken in the fiscal year earned.
2. If the first day worked is the first normal working day of the month, the appointment begins on the first calendar day of that month. Similarly, if the last day worked is the last normal day of the month, the appointment ends at the close of the last calendar day.

If an employee transfers from another state agency, the beginning date is determined so as to effect continuous employment with the State.

The Human Resources Office should be contacted regarding any special provisions that may apply to beginning and ending dates as well as what does and does not constitute a "break in service."