Calculating Temporary Promotions

Temporary promotions shall not exceed 120 days for any one employee in any one-year period of time. To calculate an employee's eligibility for a temporary promotion:

1. Calculate the Not to Exceed/NTE (end) date of the requested temporary promotion.

2. Review the year preceding the NTE date of the requested temporary promotion.

For example, for a 30-day temporary promotion that begins on October 1, 2020, the NTE date is October 30, 2020. An employee shall not be temporarily promoted more than 120 days between October 30, 2019 and October 30, 2020.

3. If the total number of temporary promotion days is equal to or less than 120 days during the preceding year, the temporary promotion may be processed.

4. If the total number of temporary promotion days exceeds 120 during the preceding year, the request must be reduced by the number of days exceeding 120.

Use the following worksheet to assist you in calculating temporary promotion eligibility:

Requested start date: _____

NTE period (e.g., 30 days): _____

Start date through NTE period: _____ = NTE date

NTE date minus one year: _____ = Start of preceding year

Number of days on temporary promotion between:

_____	and	_____	=	_____
NTE date		Start of preceding year		

Employee is eligible for the requested number of days? _____ Yes _____ No

Recommendation: