

State of Alaska: Seasonal Leave and Recall Process

Seasonal Employees are designated by position type and are typically off work for 30 or more days based on seasonal work demands. LTC uses the term “seasonal layoff” and GGU uses the term “seasonal leave without pay.” In this document, “seasonal leave” is used for both.

As a seasonal employee with the State of Alaska, you may be placed on seasonal leave based on the employer’s determination of seasonal workforce needs. Seasonal employees are recalled based upon the employer’s assessment of need.

- **Prior to being placed on seasonal leave** employees will be asked to complete seasonal leave forms, including important information regarding leave and benefits.
- The **Department notifies employees of seasonal recall at least 30 days prior to the date employees are expected to return to work.** This notice is provided in writing and sent to the employee by mail.
 - It is **the employee’s responsibility to ensure the employer has current, accurate contact information** to receive timely notice of recall. If contact information changes while an employee is on seasonal leave without pay, the employee must reach out to provide updated information to the employer.
- Employees are required to provide a response to the seasonal recall notice indicating whether they intend to return to work for the season. This response is time sensitive and must be received by the date indicated on the notice.
- Employees who fail to respond to the seasonal recall notice may be separated from their position.
- Employees who respond to the notice indicating their intent to return, but fail to report to work as scheduled may be subject to disciplinary action up to and including dismissal for abandonment of duties.
- Employees who decide they will not be returning for subsequent seasonal work in their State of Alaska position are asked to promptly provide notice to the employer. Employees who intend to resign from their position should do so in writing, in accordance with their collective bargaining agreement.
- **Seasonal employees in a position that requires a Commercial Driver License (CDL):** Employees in a position that requires a CDL are required to take a pre-employment drug test before returning to work in a safety sensitive position if they have been out of a US DOT regulated random drug testing pool for more than 30 days.
 - State of Alaska employees are not included in the employer’s random drug testing pool while on seasonal leave.
 - Employees who are part of another employer’s random pool while on seasonal leave can provide proof of their employment in another employer’s US DOT regulated random drug testing program within the 30 days preceding their return to seasonal employment with the State of Alaska. If this proof of participation in a US DOT regulated random drug testing program is provided, the employee will not be required to complete a pre-employment drug test before resuming CDL duties with the State of Alaska.