

### **3.4(1): Annual Leave (Vacation)**

This policy applies as described below.

## **POLICIES AND PROCEDURES**

### **Eligibility & Accrual of Annual Leave**

To be eligible for annual leave, employees must be classified as one of the following:

- Full-time regular, project-designated, grant-funded, executive or appointed (40 hours/week); or
- Part-time 3 (30 to 39 hours/week).

This policy does not apply to part-time 2 (RP2-20 to 29 hours/week), project designated part-time (PJ2-20 to 29 hours/week), seasonal positions, or temporary positions.

Eligible employees shall accrue annual leave (vacation) at the following rates:

| <b>Completed<br/>Years of Continuous<br/>Service</b> | <b>Accrual Rate Per<br/>Month in Hours –FT<br/>(40 hrs/wk)</b> | <b>Accrual Rate Per Month in<br/>Hours – RP3 (30-39 hrs/wk)</b> |
|--|--|---|
| Up to 2 years  | 6.68   | 5.00  |
| After 2 years  | 8.00   | 6.00  |
| After 5 years  | 10.00  | 7.50  |
| After 10 years                                       | 13.34  | 10.00   |

To accrue annual leave for the month, employees must work or be in an approved paid leave status for at least fifty percent (50%) of the pay period.

### **Cap on Annual Leave**

Employees are encouraged to use accrued leave time. At the end of each December pay period, each regular full-time employee's accrued annual leave hours will be reduced to 320 hours, and each regular part-time employee's accrued annual leave hours will be reduced to 240 hours. An employee may carry over unused annual leave from one calendar year to the next, up to the applicable cap stated in this paragraph. Unused annual leave in excess of these caps shall be forfeited on December 31<sup>st</sup> of each year.

### **3.4(1): Annual Leave (Vacation) (continued)**

#### **Payment of Unused Portion of Accrued Annual Leave**

Separating employees will be paid for all accrued annual leave, up to the employee's maximum amount (e.g., full-time 320 hours and part-time 240 hours) as designated in this policy. The rate of pay shall be determined by employee's regular rate of pay as of his or her last working day. In the event of an employee death, compensation shall be paid to the employee's heir(s) or legal representative(s) who are authorized by law to receive unpaid compensation.

#### **Requests for Annual Leave**

Eligible employees must request and receive approval from their manager or supervisor for earned annual leave at least ten (10) working days prior to the scheduled leave, unless this requirement is waived by a department director.

#### **Status Changes**

An employee who has a status change from a full-time position to a position that does not earn accruals shall have all accruals paid out on the effective date of the status change.

An employee who has a status change from a position earning accruals to a position that does not earn accruals; and then, returns to a position that does earn accruals is allowed to count the previous total years of service that was earned in the position, which was eligible for the purpose of earning accruals, as long as there has been no break in service.

#### **Use of Annual Leave**

Employees must have annual leave accruals at the beginning of the month in order to use during that month. Failure to return to work after the stipulated time of an approved annual leave may result in disciplinary action, up to and including, termination. Directors may revoke a previously approved annual leave request.