

**Section:** Annual Leave  
**Adoption Date:** 8/15/19  
**Revision Date:** 7/01/2022  
**Sponsoring Unit/Department:** Employee Service Center

## Annual Leave

The College supports the use of leave as needed to sustain the well-being of each employee. Leave may be used and must be reported in 15-minute increments.

Annual leave accrues from the first day of employment. Leave may be used once it is accrued. Eligibility for this type of leave includes full-time regular and probationary staff. Leave does not accrue during any time period when an otherwise eligible employee is not actively employed or is on leave without pay or other non-pay status.

### Accrual and Accumulation of Annual Leave

Annual leave accrual shall be at the following rates, based on continuous service to the College for each full pay period worked:

Exempt staff members accrue 8 hours per pay period up to a maximum of 320 hours.

Non-Exempt staff members with less than five years of service accrue leave at 5.54 hours per pay period for 40-hour personnel (5.19 hours for benefit eligible personnel working less than 40 hours)

Non-Exempt staff members with five years or more years of service accrue 7.38 hours per pay period for 40-hour personnel (6.92 hours for benefit eligible personnel working less than 40 hours)

	Maximum Accumulation in hours	Leave Accrual per pay period (5 or more years) in hours	Leave Accrual per pay period (Less than 5 years) in hours
Non-Exempt Staff	320	7.38	5.54
All other Staff	320	8	8
Faculty	0	0	0

### Accrual notes

An employee may not accrue additional annual leave time unless or until the employee's annual leave balance has dropped below the maximum hours as stated above. Employees accrue annual leave 24 out of 26 pay periods per year.

### Requesting Annual Leave

Leaves of more than two consecutive days require a minimum of two weeks prior approval by the employee's supervisor. However, supervisors may establish reasonable leave request guidelines suited to their work units. The supervisor may waive the two-week notice appropriate circumstances. To ensure clarity between supervisor and requester, leave requests and supervisor approvals will be in writing.

Supervisor approvals of annual leave requests will be based on the unit's mission and available staffing.

### **Compensation for Denied Annual Leave**

If an employee's annual leave balance is within five days of their maximum limit and the supervisor denies the employee's leave request, the employee will receive compensation up to two weeks per fiscal year provided the following conditions are met:

- the employee requested the annual leave in writing at least two weeks in advance; and the supervisor denied the annual leave in writing; and
- a request for payment, including copies of the written request and denial, is submitted to the Payroll Office by the employee and the administrative supervisor.

### **Annual Leave and Separation from Employment**

- Upon separation from the College, eligible employees will be compensated for accumulated annual leave in the form of a lump sum.
- Upon reassignment to a position in which the employee is ineligible for annual leave accrual, employee shall be compensated for accumulated annual leave in the form of a lump sum.
- Employees assigned on a temporary basis to a position in which the employee is ineligible for annual leave accrual, or use, will have their leave accrual balance held until return to regular assignment.
- Upon separation from employment, employees may not extend the annual leave beyond the last day worked.

### **Annual Leave Buyout**

Employees who have need to access additional financial resources may request payment of up to two weeks, in one-week increments (1 or 2 weeks), of accrued annual leave per fiscal year if they meet the following criteria:

- Employee must have completed initial hire probation to make use of this provision.
- The employee will be the determinant of emergency need. Inappropriate use is governed by the Code of Conduct for Employees. A request form is available on the Intranet or through the Employee Service Center.
- An employee may request up to 80 hours per fiscal year of emergency leave payout. The request can be made in one or two-week increments providing their annual leave balance remains at 40 hours minimum.
- In the event an employee utilizes this provision and their leave balance is subsequently exhausted, the employee will be ineligible to receive donated leave until unpaid leave status exceeds the number of weeks paid under this provision or until a new fiscal year commences.