

# Annual Leave

## Summary

The university's policy on annual leave, including conditions applicable and how much is available to employees.

## Purpose

To provide guidance to employees on the University's annual leave policy.

## Policy

Earned annual leave may be accrued up to a maximum of forty-five (45) working days (360 hours). Full-time employees earn annual leave time at the rate of 10 hours per month for the first five years of employment, 12 hours per month for the next five years, then a maximum rate of 14 hours per month after completion of ten years continuous service. Part-time, benefits-eligible employees earn leave on a pro rata basis.

Leave time shall be taken at times mutually acceptable to the employee and his/her supervisor. Leave time may not be granted in advance or in excess of accruals, except after an employee has been employed for one year. A maximum of two days of annual leave may be advanced in extenuating circumstances. This exception must have the approval of the supervisor and the Director of Human Resources

At the beginning of each new calendar year annual leave balances will be carried over but will not exceed the 45 day (360 hour) maximum. Employees who have accrued more than the maximum will have their balance reduced to 360 hours on January 1. (Note: since balances are reduced only on January 1 each year, leave balances may exceed 360 hours during the year.)

Faculty members employed on an academic year (nine month) basis do not earn annual leave time. Faculty members changing from a fiscal year contract to an academic contract should take accrued leave prior to the end date of the fiscal year contract. Such faculty members may request payment of accrued leave (subject to the forty-five (45) day maximum); however, that payment amount will not be considered in the retirement system's formula to calculate benefits.

Upon a move between University System institutions with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than twenty (20) days, the employee may elect one of the following options:

A. Transfer of the total accrued vacation balance, not to exceed forty-five (45) days.

B. Payment of accrued vacation leave greater than twenty (20) days by the institution from which the employee is moving. The total accrued vacation for which the employee may be paid shall not exceed twenty-five (25) days.

Depending upon the needs and workload of the department, a terminating employee shall use accrued annual leave prior to date of termination. In exceptional cases when the work load does not permit use of leave, and with the approval of the Department Head, an employee may be compensated for annual leave time up to, but not exceeding, forty-five (45) days. The number of hours accrued shall be based on the institutional leave records, and the number of hours paid at termination shall be at the discretion and approval of the Department Head/Immediate Supervisor. A terminating employee must be actively employed on the last working day of the month to accrue leave for that month.

## **Related USG Policy**

Human Resources Administrative Practice Manual

## **Last Update**

6/5/18

## **Responsible Authority**

CSU Human Resources