

## **8.41 – LOA – Annual Leave** [v091619](#)

Effective July 1, 2019, regular full-time 12-month employees and non-regular full-time term employees will accrue annual leave at the rate of 21 working days (168 hours) each year. [Nine month faculty do not accrue annual leave.](#)

- A. Regular and term appointment employees who have a job FTE of less than 1.0 FTE and non-faculty employees) who have a 9-month appointment shall accrue annual leave on a prorated basis.
- B. Leave will be earned from the first day of employment and may be used as it is earned.
- C. Hours worked over 40 hours per week do not accrue either annual or sick leave.
- D. Up to 240 hours accumulated annual leave may be carried forward each July 1, and may be paid upon termination of employment for regular employees only. Effective June 30, 2017, leave accrued in excess of 240 hours at the close of business on June 30 of each year shall be forfeited. Non regular term appointment employees will forfeit all unused accrued leave on July 1, and upon termination of term appointment.
- E. In the case of death, the maximum payment for unused leave shall be 400 work hours.
- F. It is the responsibility of the employee/director/department head to ensure that the use of annual leave is programmed in advance and used so the employee will not lose any leave.
- G. An employee's pay can be docked for a voluntary day off if they do not have a leave balance to cover (see [ARP 7.01 Staff Compensation](#)).
- H. Annual leave for regular employees will be transferred with the employees from one department to another.
- I. Regular staff employees who convert from regular to temporary status may be paid for unused annual leave as stated above.
- J. Regular faculty employees who convert from 12-month status to academic 9-month status may be paid for unused annual leave not to exceed 240 hours, prorated for less than full-time FTE. L. Regular faculty employees who convert from 12-month status to academic 9-month status may be paid for unused annual leave not to exceed 240 hours, prorated for less than full-time FTE.
- K. Regular employees who are terminating may request terminal leave (with administrative approval) in lieu of lump sum payment and will not accrue leave during terminal leave unless they return to permanent work status.
- L. Employees who are retiring may accrue leave during terminal leave.