


## The College of Social and Behavioral Sciences

	Policy:	
	Annual Leave For Fiscal Year Appointees	
	Revision:	Effective:
	1 November 94	1 November 94

### Policy

University Handbook for Appointed Personnel 8.01. 01.B provides that:

1. Full-time eligible employees on fiscal-year appointments are granted an annual paid leave allowance of 22 working days per year. Eligible employees employed less than full time receive an allowance prorated to the percentage of time paid.
2. Unused annual leave may be accumulated and carried forward from one year to the next to a maximum amount not to exceed one and one-half times the annual allowance. The number of paid annual leave days available to an employee at any given time will be the number of leave days carried forward from prior years plus the number of days earned during the current year.

(For purposes of this policy, the "year" is defined as starting on the employee's anniversary date of first employment with the University.)

Section D. provides that:

1. In the event that an eligible employee dies, the employee's estate shall be paid for any accumulated annual leave days at the compensation rate in use at the time of death.
2. When employment terminates for any reason other than death, payments for accumulated annual leave days shall not exceed the amount earned for one year of service.

Annual leave is provided to permit employees time away from typically stressful jobs in order to refresh and restore their vitality for the following year. All Social and Behavioral Sciences fiscal-year employees are strongly urged to take advantage of this opportunity. Administrators may assign employees to take their annual leave days.

During a fiscal-year employee's last year of employment on a fiscal year appointment (prior to leaving the University, or to returning to an academic year appointment), the employee is required to utilize all accumulated annual leave days as leave time. As soon as a decision has been made to end a fiscal year appointment, fiscal year appointees must review their accumulated leave days with the responsible administrator and adopt a plan for taking the necessary leave.

## **Knowledge**

Any decision not to take all accumulated leave days as leave must be approved in advance, in writing, by the responsible administrator. If, for any reason, it is not possible for a fiscal year appointee to take his or her accumulated leave days as leave, any payments to the employee for the residual leave days (under U.H.A.P. section 8.01.01.D.2) are the sole financial responsibility of the employee's unit. Such payments are owed to the employee no sooner than his or her termination of employment from the University. The unit is also financially responsible for any arrangements necessary to cover the employee's work responsibilities during his or her leave.

If an employee with accumulated annual leave days transfers to another unit or another college, the employee's accumulated leave days become the responsibility of the receiving unit. Because of financial issues this may raise, the transfer of these accrued leave days should be discussed with the receiving unit.