



POLICY MANUAL

BENEFITS

Number 345

Subject: Annual Leave

Covered Employees: Fiscal Year Budgeted Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: July 1, 1999

345.1 POLICY

1.1 Eligibility

Budgeted employees with a fiscal year base appointment at 50% time or greater are eligible for annual leave benefits with pay. Budgeted part-time employees working 50% time or greater will earn annual leave on a pro-rata basis.

1.2 Accrual

Annual leave accruals begin on the effective date of the employee's University appointment. Annual leave is earned and accounted for on a calendar-year basis. Employees hired between the 1st and the 15th of the month earn annual leave for that month. Employees hired between the 16th and the end of the month will start earning leave the following month. Employees do not earn annual leave during leaves of absence without pay that last longer than half a month, or during professional development leave. Recognized University holidays that occur during a period of annual leave will not be charged against leave.

Eligible faculty and professional (exempt) employees earn annual leave at the rate of 1.83 days per month for each month of service. For each 12 months of employment, 22 days of annual leave are earned.

Classified (non-exempt) employees earn annual leave according to the following schedule based on years of eligible service:

Service Years

0-5 years

Leave Allowance

12 days/year

6-10 years	15 days/year
11-15 years	18 days/year
16 years and over	22 days/year

Employees who have previously worked in a benefit-eligible position at Utah State University or another State of Utah institution of higher education will receive credit for the number of years of prior service when calculating annual leave allowances.

345.2 PROCEDURES

2.1 Deferral of Annual Leave

Faculty and professional employees may defer to the following year up to half of the annual leave earned in a year. Classified employees may defer to the following year all annual leave earned in that year. A maximum of 30 days of earned annual leave may accumulate and be deferred from one year to the next. Any annual leave over 30 days which has not been used by the end of a calendar year may not be deferred and will be lost. Faculty and professional employees hired after June 30 of any calendar year are not required to use half of their accrued leave until the next full calendar year.

Coaches employed by the University Athletics Department are not eligible for the accrual of annual leave from one year to the next. All annual leave must be taken in the year in which it is earned.

Leave earned during a contract/grant funding period is to be used during the contract/grant period. Employees hired in positions funded by contracts/grants are to be informed in writing of this requirement at the time of employment. Before a contract/grant ends, employees paid from that contract/grant will be notified by their department of their current leave balance and the time period available for using the leave. When employees are given sufficient notice and opportunity to use their earned leave, the leave obligation on those funds will be zeroed and cannot be carried over to other funds. When employees do not receive sufficient notice, the department will be obligated to pay the employees for their unused leave balances, up to the maximum amount specified in this policy.

When an employee transfers to another University department, the general policy will be to transfer any accrued leave balance with the employee to the new department. However, the two administrators may negotiate the disposition of this transfer when significant funding issues occur, such as accepting the leave obligation on a contract or grant. In cases when the leave balance cannot be transferred to the new department, the employee may be required to take unused annual leave before the transfer, or the old department may transfer funds to the new department to cover the obligation of the unused annual leave.

If an employee's status changes from an eligible fiscal year base to an ineligible academic year base, the department may, at its discretion, pay out accrued annual leave up to a

maximum of 30 working days. If payout does not occur, leave balances will be kept on the official records until the employee ends employment or returns to a fiscal year base.

2.2 Payment When Employment Ends

(1) When employment ends, employees are entitled to receive a lump-sum payment for unused annual leave up to a maximum of 30 days. Supervisors may require employees to use unused annual leave before their employment ends, if sufficient time is available.

(2) Compensation for unused annual leave will be based on the employee's current annual base salary.

(3) Leave earned during a contract/grant funding period must be used during the contract/grant period. Employees on grant funding can be required to use their leave, given sufficient time.

(4) Coaches employed by the Athletics Department may not be paid for unused leave at termination of employment.

2.3 Application for Leave

University administrators are responsible for approving, coordinating, and recording the annual leave of employees in their respective units. All annual leave, except for emergencies, must be authorized in advance and will be used at times when it will have the least interference with the employee's professional services at the University. The individual applying for annual leave and the department head, director, or supervisor approving the leave will make every effort to arrange for the use of annual leave during the calendar year in which it is earned.

Annual leave taken by faculty, administrators, and exempt (professional) employees should be reported in half-day increments. If the amount of annual leave taken is less than half a day, it should not be reported. Annual leave taken by non-exempt (classified) employees should be reported in 1-hour increments. In some areas it may be appropriate to account for classified employees' leave in increments of less than one hour for job costing and other such purposes. In such cases, leave may be recorded within the department in 15-minute increments, then tallied and reported in 1-hour increments on the monthly leave reports.

2.4 Annual Report and Approval

At the end of each calendar year, a summary leave report will be sent to each department indicating year-end accumulated leave balances. This report must be returned to the Office of Human Resources with authorized signatures. This form must be signed by the administrator and should be reviewed with each employee. The Office of Human Resources will provide the administration with appropriate annual reports as outlined in Board of Regents policy.

345.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving, coordinating, and recording the annual leave of employees within their departments. They will complete monthly summary leave reports on each employee and provide this information to the Office of Human Resources.

3.2 Office of Human Resources

Responsible for providing monthly and annual summary leave reports for department heads and supervisors. The Office of Human Resources will maintain a centralized annual leave data base on all eligible employees.

3.3 Employees

Responsible for requesting leave in advance so schedules can be set to accommodate the needs of the University and the employee.