



## **ANNUAL LEAVE**

Annual Leave is earned and accrued when the employee is in pay status and is credited to the employee on the last day of the pay period.

### **Exempt USPS, A&P and 12-month Faculty Employees**

- All full-time, USPS Exempt, 12-month Faculty and A&P employees earn 6.77 hours of Annual Leave per biweekly pay period.

### **9-Month Faculty Employees**

- 9-month Faculty employees do not earn Annual Leave.

### **USPS Non-Exempt Employees (full-time) who have:**

- Up to 5 years of service earn 4 hours of Annual Leave per biweekly pay period.
- 5 to 10 years of service earn 5 hours of Annual Leave per biweekly pay period.
- Over 10 years of service earn 6 hours of Annual Leave per biweekly pay period.

### **Executive Service Employees**

- All full-time, 12-month executive service employees earn 9.20 hours of Annual Leave per biweekly pay period.

Employees who are in pay status for less than a full pay period due to initial employment or separation during a pay period, leave of absence without pay or educational leave with pay, shall earn Annual Leave for the number of hours in pay status (hours worked plus leave with pay hours) during that pay period in direct proportion to the Annual Leave earned for hours worked in a full pay period.

The following calculation shall be used to determine the amount of accrual:

1. Divide the number of hours in pay status by the number of hours in the full pay period, and
2. Multiply the quotient of (1.) above by the accrual rate for the full pay period, rounding the product to two decimal places.

For example, if an employee who earns 5 hours of Annual Leave actually worked 25 hours and used 4 hours of Annual Leave and 4 hours of Sick Leave, calculate the accrual rate for the pay period as follows:

$$\frac{33}{80} \times 5 = 2.06 \text{ hours}$$

Part-time employees accrue Annual Leave in proportion to their time actual time worked and/or in pay status per biweekly pay period.

Employees may accrue Annual Leave in excess of their year-end maximum, 240 hours for USPS Non-Exempt employees; and 352 hours for USPS Exempt, A&P and 12-month Faculty employees, and 480 hours for Executive Service during the year. However, at the end of the calendar year (December 31), all Annual Leave hours in excess of the year-end maximums will be converted to sick leave and added to the employees' sick leave balance. The conversion will take place after the pay period in which January 1 occurs.

**\*There will be no retroactive adjustments.**

### **Use of Annual Leave**

Annual Leave may be used to provide periodic vacations for the employee; however, accrued Annual Leave may be used for any other purpose when authorized by the employee's supervisor. Annual Leave may not be used prior to the time it is earned and may only be used with prior approval of the employee's supervisor.

In instances where Annual Leave is requested and approved, its use must be appropriately documented on the employee's Leave and Pay Exceptions Report.

An employee may only use the amount of Annual Leave that is necessary to bring the employee's hours up to 40 hours for the workweek.

### **Payment of Annual Leave Upon Separation**

After six months of satisfactory, continuous, and creditable service, Non-exempt USPS employees who separate from the University are eligible for payment for a maximum of 240 hours of unused Annual Leave, at the employees' base rate of pay that is in effect at the time of separation.

Exempt USPS, A&P and 12-month Faculty employees who separate from the University are eligible for payment for a maximum of 352 hours of unused Annual Leave, at the employees' base rate of pay that is in effect at the time of separation.

Executive Service employees who separate from the University are eligible for payment for a maximum of 480 hours of unused Annual Leave, at the employees' base rate of pay that is in effect at the time of separation.