

Subject: Annual Leave
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POLICY

Annual Leave is defined as an authorized leave of absence from work with compensation at the current rate of pay consuming time that has previously been accrued as the result of employment.

Eligibility and Conditions follow:

1. Applies only to regular, full-time employees.
2. Annual leave shall accrue based on length of service per pay period from the date of employment, but cannot be utilized until the completion of the third (3rd) month of the six (6) month Introductory Period.
3. Annual Leave cannot be used in lieu of tardiness, but may be used in increments as small as 15 minutes, but not to exceed the maximum hours per the employee's department schedule in a given day. At the Director level an Application for Leave must be filled out and submitted to the Chief of Staff for approval prior to the leave start date. All other levels of employees must complete the on-line request for Annual Leave.
4. Annual Leave shall not count as hours worked for an employee in determining overtime pay.
5. Holidays, which fall within the start and end of an authorized Annual Leave period, shall not be treated as paid annual leave, but shall be counted as Holiday Leave.
6. Annual Leave will not be accrued by an employee who is on an unauthorized absence, absence without pay, suspension, or reduction in force layoff.
7. The accrual of Annual Leave is in accordance with the following:

Years of Employment	Accrued Annual Leave Hours/Pay Period
1-3	4
4-9	6
10-15	8
15+	10

Accrued Annual Leave may accrue up to 240 hours within one calendar year. Employees may carryover up to 240 hours to the next calendar year but annual leave will not accrue once an employee obtains 240 hours of annual leave.

8. When giving notice of resignation, employees must work the entire notice period to receive an annual leave payout, unless approved by the Chair.
9. Employees with less than six (6) months of continued employment will not receive a payout of annual leave upon resignation or termination of employment.