



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Annual Leave

Applies To: Benefitted Staff

Sources:

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### **Purpose**

The purpose of this policy is to define the guidelines for the use and approval of annual leave while encouraging the University's efforts toward work/life balance for employees.

### **Policy**

A regular employee who works one-half time or more shall earn paid annual leave. A full-time regular employee shall be entitled to annual leave earned at the rate of:

- One and one-fourth working days per month (10 hours) for each of the first five (5) years of continuous employment;
- One and one-half working days per month (12 hours) for each of the next five (5) years of continuous employment; and
- One and three-fourths working days per month (14 hours) for each year after the completion of ten (10) years of continuous employment.

The accrual rate of annual leave for an hourly employee will be based upon his/her standard work commitment.

A regular employee who works one-half time or more but less than full-time shall accrue annual leave prorated on the basis of full-time employment. An employee who is employed less than one-half time shall not be eligible to accrue annual leave.

A full-time faculty member employed on a twelve (12) month or fiscal year basis shall be entitled to annual leave earned at the rate of one and three-fourths working days (14 hours) per month.

A temporary employee is not eligible to accrue annual leave.

## **Procedures**

- 1.0** Annual leave may be taken with supervisor's approval. Requests for leave should be submitted with as much advance notice as possible, except for unforeseen emergencies. The use of approved annual leave shall be recorded on institutional leave records.
  
- 2.0** On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued annual leave.
  
- 3.0** All unused, accrued annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. An employee who terminates on or after the fifteenth of a month shall accrue annual leave for that month.
  
- 4.0** Annual leave will not be accepted from a benefited employee who moves from a State of Georgia agency to the University System of Georgia.
  
- 5.0** Upon a move between USG institutions with no break in service, an employee must transfer all accrued annual leave up to 20 days (160 hours). For employees with accrued annual leave of greater than 20 days (160 hours), an employee may elect one of the following options:
  - 5.1** Transfer of the total accrued annual balance, not to exceed 45 days (360 hours); or,
  
  - 5.2** Payment by the institution from which the employee is moving of accrued annual leave in excess of 20 days (160 hours). The total accrued annual leave for which the employee may be paid shall not exceed 25 days (200 hours).

## **6.0 Requesting Time Off**

- a) Except for unforeseen emergencies, employees must request for Annual Leave / Time Off through the ADP system.
- b) Supervisors must approve all annual and time-off requests in advance.
- c) Annual/time off time will not be approved if the amount of time would result in deficit hours for the employee.
- d) Employees will be paid their regular rate of pay while using annual leave time and will not receive overtime pay or any special forms of compensation such as shift differentials.

## **7.0 Termination of Employment**

- a) Upon termination of employment, employees will receive a lump sum payment for any unused annual time up to a maximum of 360 hours. Employees will forfeit any accrued annual time in excess of 360 hours.
- b) Employees who know they are going to terminate are encouraged to use all of their accrued annual time before termination.
- c) If employees are unable or unwilling to use accrued annual, the appropriate supervisor must show the number of annual days accrued on the Personnel Action Form used to terminate employment.
- d) An employee's last day of work must be an actual work day. Employees will not accrue leave time after their last day worked.

## **8.0 Attendance Standards**

Employees are expected to come to work regularly and on time. Absenteeism and/or tardiness often may cause an undue burden on co-workers and adversely affects a department's ability to function effectively. When it is determined that an employee's absences or tardiness have become excessive, disciplinary action, up to and including termination of employment may be warranted. Supervisors are encouraged to share their attendance expectations.

8.1 Since all annual leave must be pre-approved, it is not appropriate for an employee to call in and request annual leave the day of an unforeseen circumstance (flat tire, needed personal day etc...).

## **9.0 Absence without notification**

Except in certain cases or pre-approved absence (such as Family Medical Leave or annual leave), employees must notify their supervisors each day they are absent. If such notification is not provided, it will be recorded as an unexcused absence. If an hourly employee is absent for three (3) consecutive work days without notification, the university will consider the employee to have abandoned their job and voluntarily terminated employment without notice.

Please note: Special consideration will be given to those who are not capable of communicating on their own (coma, trauma, ICU etc...).

