

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **ANNUAL LEAVE FOR NON-CLASSIFIED EMPLOYEES**

Policy #: **9.2**

Twelve month non-classified employees receive 22.5 days of annual leave from the onset of employment, earned at a rate of fifteen hours per month.

Annual leave benefits are granted to all non-classified, non-student employees, and part-time appointed employees in proportion to the time worked, provided the employee works half-time or more.

If you transfer to the University from another state agency or institution of higher education, without a break in service (within thirty (30) consecutive working days), you retain and transfer all of your accumulated annual leave. Your prior service will also be figured into the rate at which you earn annual leave, shown on the chart above. You will receive one year's credit for each full year that you have worked in another state agency or institution of higher education. You will not, however, receive credit for partial years.

Annual leave must be earned before it can be used. You may not borrow from amounts you expect to earn, and you may not use annual leave earned by other employees. You continue to earn annual leave at your normal earning rate when you are on leave with pay. You do not earn annual leave during a month when you are on leave without pay for ten or more days, or an equivalent proportion if your appointment is less than 100%.

You may request annual leave at any time, but your request must be made in advance and must be approved by your supervisor. Your supervisor may require that you take annual leave at those times when it will be most convenient for and least disruptive to your department or work unit. Annual leave is granted on a basis of work days, not calendar days. Non-work days, such as weekends and holidays, which fall within a period when you are using annual leave are not charged against your annual leave. If you exhaust your earned annual leave, you may use compensatory leave, but you may not use sick leave or other forms of leave for annual leave purposes. However, annual leave will be used if you are sick or an immediate family member whom you must care for is sick and you have used all of your sick leave. Annual leave may be used in lieu of sick leave.

Employees whose period of employment is scheduled to change from twelve-months to nine-months must take all accrued leave before the end of the twelve-month period. An employment period shall not be extended for the purpose of paying an employee for accrued leave, and neither shall lump-sum terminal payment be made unless an employee terminates employment with UAPB.

Annual leave is cumulative; however, no employee may have in excess of thirty days (240 hours) on December 31 of each year. Annual leave may not be accumulated during leave without pay when it exceeds ten or more days within a calendar month. Annual leave is granted on the basis of work days, not calendar days. Annual leave must be earned before it can be taken,

and is deducted from the employee's accrued leave in increments of not less than one hour.

Upon termination, resignation, retirement or other action by which a person ceases to be an employee, the amount due an employee from accrued annual leave or holiday leave, not to exceed thirty working days, or sixty working days due to the death of an employee, inclusive of holidays, shall be included in final pay to the employee or employee's estate.

No employee receiving such additional compensation shall return to UAPB employment prior to the expiration of the period for which this additional compensation was received.

Faculty members do not earn annual leave.

There are several categories of paid leave that are provided to eligible employees. Annual leave is earned by employees in appointed positions of 50% or greater, except for athletic coaches and 9 month faculty. Sick leave is earned by employees in appointed positions of 50% or greater. Catastrophic leave is available for eligible employees who have a catastrophic illness or who need to care for an immediate family member with a catastrophic illness. Leave for children's educational activities is available for full-time, benefits eligible employees to participate in, assist with, or attend their children's educational activities.

Resource(s): Board Policy 420.1,

Approved by:

Approval date:

Custodian: Human Resources