

Title:	Annual and Personal Leave
Reference:	
<input type="checkbox"/> Initial Action:	July 1, 1979
<input type="checkbox"/> Board Agenda:	79-116; 92-046; 99-057; 01-054; 03-042
<input type="checkbox"/> Policy:	July 1, 2006
<input type="checkbox"/> Procedure:	December 18, 2021
<input type="checkbox"/> Last Reviewed:	December 18, 2021
<input type="checkbox"/> Effective:	July 1, 2006
<input type="checkbox"/> Next Review:	December 2024
<input type="checkbox"/> Responsibility:	Director of Human Resources

POLICY: All Administrators, 12-month Faculty, and Classified employees are granted annual leave and personal leave (paid leave that can be used for any reason) each fiscal year beginning on the date the employee is hired on a full-time basis. Annual leave is earned and accrued per pay period, as explained below. Ten-month faculty do not receive annual leave benefits.

PROCEDURE:

1. Eligibility

- a. Administrators and 12-month faculty earn paid annual leave benefits at the rate of 5.77 hours per pay period or twenty (20) days per year.
- b. Full-time Classified Staff Employees earn annual leave according to the following schedule, which is based on length of service:
 - i. Less than 3 years of service = 3.47 hours of annual leave per pay period (amounts to 12 days per year).
 - ii. At least 3 but less than 5 years of service = 4.32 hours per pay period (amounts to 15 days per year).
 - iii. At least 5 but less than 8 years of service = 5.20 hours per pay period (amounts to 18 days per year).
 - iv. 8 or more years of service = 5.77 hours per pay period (amounts to 20 days per year).
- c. Annual leave requests should not exceed an employee's accrued balance. Exceptions for unusual circumstances may be granted with approval by the supervisor but not to exceed five (5) days in excess of the accrued balance. Approval of the President is required for advancement of annual leave beyond five (5) days of exceeded limit. As a condition for the advancement of leave, the employee shall agree in writing that, if the employee's employment with the College terminates before the employee has accrued the amount of leave that was used, the College is authorized to deduct the amount paid for the advanced leave from the employee's final pay check.

- d. Full-time administrators, 12-month faculty, and classified employees are also granted three (3) personal leave days per fiscal year. Newly hired full time-administrators, 12-month faculty, and classified employees are granted personal days according to the following schedule:
 - i. If hired between July 1 and December 31, granted three (3) personal days in the fiscal year in which you are hired.
 - ii. If hired between January 1 and March 30, granted 1.5 personal days in the fiscal year in which you are hired.
 - iii. If you are hired between April 1 and June 30, not granted any personal days in the year in which you are hired.
 - iv. Beginning with the second year of employment, eligible employees will be granted three (3) personal days.
 - v. Personal days do not carry over from year to year.

2. Service Milestones

Classified staff receive one (1) additional day of annual leave during the fiscal year immediately following every fifth year of employment (meaning following their fifth (5th), tenth (10th), fifteenth (15th), twentieth (20th), and twenty-fifth (25th), etc. year of service) in recognition of these service milestones. These days are not accrued in the payroll/human resources system and must be taken during the fiscal year in which the service milestone occurs.

3. Regulations

Upon leaving College employment, any remaining balance of accrued annual leave will be paid to the employee in a lump sum on the final pay date unless the employee is terminated “for cause” or resigns without providing at least two (2) weeks notice in advance of resignation. Personal leave does not get paid to the employee upon separation.

If a snow day or other College closing occurs on a day an employee is scheduled to use annual or personal leave, the employee must cancel the leave request via the electronic payroll/human resources system within two (2) days of the closure so that the leave is not deducted from the employee’s balance. This is the best way to avoid drawing upon the leave balance when the college is closed.

Sick leave may not be used in lieu of annual or personal leave. Illness which occurs while an individual is on annual leave is not cause for substituting sick leave.

Employees may not use annual leave while working and may not work while using annual leave.

5. Procedures and Guidelines for Requesting Annual and Personal Leave

- a. Requests to schedule annual and personal leave must be submitted at least two (2) weeks in advance of use for consideration by the supervisor and/or department head, unless otherwise authorized.
- b. Approval is subject to the scheduling and other work requirements of the College. Supervisors may also deny leave requests based on insufficient notice or departmental work requirements
- c. Annual and personal leave must be used in hourly increments.
- d. Leave Requests are processed electronically.
- e. Annual and personal leave balances are deducted by the electronic payroll system on a bi-weekly basis. Individual leave balances are reported each pay period.

6. Carryover of Annual Leave

- a. Employees may carry over up to 15 days of annual leave from year to year.
- b. Personal leave cannot be carried over from year to year.
- c. Unused annual leave that does not carry over is transferred to the employee's sick leave balance.
- d. The College may approve exceptions to the carryover limitation on a case-by-case basis. Only the President or the President's designee may approve such requests. To request an exception, the employee must email their supervisor, vice president, and human resources with a written explanation of the request and the amount of additional leave the employee requests to carry over. The President will issue a decision based on the information received from the vice president.