

<b>Title:</b>	<b>Annual and Personal Leave</b>
<b>Reference:</b>	
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<input type="checkbox"/> <b>Board Agenda:</b>	<b>79-116; 92-046; 99-057; 01-054; 03-042; 25-035</b>
<input type="checkbox"/> <b>Policy:</b>	<b>May 2025</b>
<input type="checkbox"/> <b>Procedure:</b>	<b>May 2025</b>
<input type="checkbox"/> <b>Last Reviewed:</b>	<b>May 2025</b>
<input type="checkbox"/> <b>Effective:</b>	<b>July 1, 2006</b>
<input type="checkbox"/> <b>Next Review:</b>	<b>June 2028</b>
<input type="checkbox"/> <b>Responsibility:</b>	<b>Human Resources</b>

## **POLICY:**

All full-time administrative and classified employees and 12-month Faculty, are granted annual leave and personal leave each fiscal year beginning on the date the employee is hired on a full-time basis. Annual and personal leave is intended to provide eligible employees paid time off for vacation, personal time and/or rest and relaxation Annual leave is earned and accrued per pay period, as explained below.

Employees should refer to the Family and Medical Leave Act (FMLA) policy regarding use of annual and personal leave for approved FMLA absences.

Ten-month faculty do not receive annual leave benefits.

## **PROCEDURE:**

### **1. Eligibility**

- a. Full-time administrative employees 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 administrative employees, 12-month faculty, and classified employees are also granted three (3) personal leave days per fiscal year.

Newly hired full time- administrative employees, 12-month faculty, and classified employees are granted personal days according to the following schedule:

Hire Date	Personal Leave Days
July 1-December 31	3 personal days in the fiscal year hired
January 1-March 30	1.5 personal days in the fiscal year hired
April 1-June 30	0 personal days in the fiscal year hired

The fiscal year immediately following hire, newly hired eligible employees will be granted three (3) personal days.

- e. 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.

#### **4.Request and Approval Process**

- a. Employees must submit annual leave requests at least two (2) weeks in advance of the desired leave dates. All requests are subject to review and approval by the supervisor. Approval is subject to the scheduling and other work requirements of the College.
- b. Exceptions to the two-week requirement may be made with supervisor approval, based on operational needs and staffing availability within the department.
- c. Supervisors may deny leave requests based on insufficient notice or departmental work requirements
- d. Annual and personal leave must be used in 30-minute increments.
- e. Leave Requests are processed electronically.
- f. 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.

#### **5. Carryover of Annual and Personal 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 and personal 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.