

APPENDIX I

UNIVERSITY OF NORTH ALABAMA

STAFF, NONTEACHING FACULTY, AND SERVICE EMPLOYEES

ANNUAL LEAVE POLICY

The University of North Alabama provides staff, nonteaching faculty, and service employees in certain job classifications annual leave for the purpose of affording employees a refreshing rest from the work routine, thereby creating a higher degree of job efficiency and effectiveness.

A. Job Classifications Entitled to Annual Leave

1. Full-time regular (12-month) staff, nonteaching faculty, and service employees who are not "off-duty" employees (off periods being the weeks off between semesters and spring break).
2. Regular employees who work less than 40 hours per week - - leave accrues in proportion to the fraction of time worked (20 hours per week or more). Part-time regular employees who work less than 20 hours per week and off-duty employees are not entitled to annual leave.

B. Accrual of Annual Leave

1. Each full-time regular (12-month) employee is entitled to 80 work hours (10 workdays) of annual leave with pay at the employee's regular rate of pay for each 52-week period worked during the first 2 years of employment. After completion of 2 years of continuous service, each full-time regular employee is entitled to 12 days of annual leave and, for each additional year of service, annual leave will be increased by one day per year to a maximum of 20 days after 10 years. Annual leave for full-time regular employees will accrue as follows:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Weekly Accrual</u>
Up to 2 years	10 days	1.5385 hours
After 2 years	12 days	1.8462 hours
After 3 years	13 days	2.0000 hours
After 4 years	14 days	2.1538 hours
After 5 years	15 days	2.3077 hours
After 6 years	16 days	2.4615 hours
After 7 years	17 days	2.6154 hours
After 8 years	18 days	2.7692 hours
After 9 years	19 days	2.9231 hours
After 10 years	20 days	3.0769 hours

2. The employee's years of employment for increased annual leave credits are computed on the basis of continuous and uninterrupted full-time employment, beginning with the employee's date of employment.
3. Annual leave is accrued for each full week worked at the rate specified in paragraph 1 above. The weekly amount is added to the employee's accrual each Monday night (for a maximum of 52 weeks per year).
4. The first three months (six months for Public Safety and Group Home employees) of employment are considered probationary months for nonexempt regular employees, during which time no annual leave is accrued. After the probationary period has ended and the employee is retained full time, annual leave accrues retroactively to the first full week of employment.
5. An employee earns annual leave credit for all of the time that he or she is considered to be in active pay status, which includes but is not limited to: (a) normal work hours, (b) paid annual leave, (c) paid sick leave, (d) paid jury duty leave, and (e) paid military leave.
6. Part-time regular employees who are not employed in an off-duty position (off periods being the weeks off between semesters and spring break) and who work at least 20 hours per week for an indefinite period are entitled to annual leave at one-half of the rate of a full-time employee, or a prorated share for hours worked above 20 hours in increments of 5 hours. No one who works fewer than 20 hours per week is eligible for annual leave.
7. Part-time regular employees who earn annual leave will be allowed to carry-over, on January 1, of each year, a prorated amount of the total number of days (25) authorized to be carried-over by a full-time regular employee.

C. Planning Annual Leave

1. An employee's supervisor has the responsibility and authority to decide when leave may be taken. The employee and supervisor must work together to schedule leave that benefits the department and the employee. Supervisors are expected to arrange their work schedules to allow employees to take annual leave when the University can best do without them, giving as much consideration as practical to the needs of the employee.
2. To the extent possible, employees request prior approval of annual leave from their immediate supervisor. An employee should confirm the time he or she wishes to use for vacation at least two weeks in advance to assure that the absence will interfere as little as possible with the work of the department.
3. Retroactive approval may be granted when emergency circumstances warrant; however, merely reporting an absence does not necessarily result

in favorable action. Failure to secure the proper prior approval may result in the period being charged to leave without pay.

D. Reporting Annual Leave

1. It is the responsibility of the immediate supervisor to report annual leave taken by the employee, and to certify that the leave taken is correct and proper. Any abuse of leave is a serious offense, and it is the responsibility of the supervisor to make reasonable inquiry as to the necessity for the leave.
2. Annual leave requires the preparation of a leave form (Section 9, Form E) and supervisory approval, whether it is submitted prior to taking the leave or after the fact. Forms are provided by the Office of Human Resources and Affirmative Action for reporting all leave (with or without pay). Such forms are to be completed by the employee and his or her supervisor and forwarded to the Office of Human Resources and Affirmative Action immediately for processing.
3. If advance approval cannot be obtained and leave is required due to emergency conditions, the employee should notify his or her supervisor by telephone as soon as possible after the beginning of the workday on the day the employee is due to report for work. The leave form should be prepared immediately upon the return of the employee to work.

E. Taking of Annual Leave

1. Annual leave may be taken at any time during the year, in accordance with departmental restrictions and with prior approval of the employee's supervisor and department head or chair.
2. All employees are encouraged to make maximum use of their annual leave.
3. The minimum amount of annual leave an employee can take is one hour. Leave taken above one hour will be recorded in increments of one-quarter of an hour with seven minutes rounded down to the nearest quarter hour and eight minutes rounded up to the nearest quarter hour.
4. Annual leave may be used to take classes during the workday if approved by the supervisor.

F. Annual Leave Carry-Over

1. Not more than 25 days are cumulative beyond December 31 of any year. The only exception is for the convenience of the University and by prior approval.

2. An employee's annual leave balance is recorded on his or her monthly or biweekly paycheck stub. The leave balance may also be obtained by calling the Office of Human Resources and Affirmative Action.

G. Pay for Annual Leave

1. An employee does not receive a cash payment in lieu of leave except upon termination of employment or retirement.
2. An employee who voluntarily terminates his or her employment, or who is involuntarily terminated, receives pay equal to any unused annual leave that was carried over from the preceding calendar year, provided arrangements cannot be made for the employee to take the accrued annual leave during the notification period. Additionally, the employee receives all earned annual leave pay for the calendar year in which the termination occurs. Pay for accrued annual leave will not exceed 40 days. **Payment for accrued annual leave will not be made until a completed Clearance Form has been returned to the Office of Human Resources and Affirmative Action.**
3. Lump sum annual leave payments shall not be deemed to extend the employee's recognized service with the University.
4. If a person transfers from a position offering annual leave to one that does not offer annual leave, the employee is paid for accumulated days or is asked to take all or part of the accumulated leave.
5. If an employee dies, his or her beneficiary is paid for all accrued annual leave.

H. Advanced Annual Leave

Upon the recommendation of the supervisor, full-time regular employees may be authorized to take small amounts of annual leave in advance of earning said leave under emergency conditions, normally not to exceed 24 hours. An additional 16 hours of annual leave may be approved by the appropriate vice president when circumstances warrant such actions. Employees working less than 40 hours per week are authorized advanced annual leave on a prorated basis.

I. Donating Leave

1. A regular employee that earns leave, who must be absent due sickness or when caring for a seriously ill member of the immediate family as defined by the Family Medical Leave Act and who has exhausted his or her annual leave, sick leave and compensatory time may be given annual leave or sick leave by another employee.

2. The supervisor of an employee needing donated leave may solicit leave by contacting other employees directly or by an e-mail to all faculty and staff employees.
3. To receive donated leave, an employee must have exhausted his or her accrued sick leave, annual leave, and compensatory time.
4. To donate leave, an employee prepares a Staff and Service Personnel Leave Request Form and a faculty member prepares a Faculty Leave Request Form, stating in the justification section who is to be the recipient of the donated leave. The leave form will be processed in the normal manner, charging the designated number of hours against the donor and crediting the recipient with the designated hours. The donated hours will be credited to the recipient's sick leave hour for hour.
5. Not more than 80 hours per year may be donated by any employee.
6. Leave cannot be donated if it gives the donor a negative balance.
7. An employee receiving donated leave will remain on the payroll with all benefit entitlements until all donated leave has been exhausted, he or she becomes eligible for long-term disability, or the sickness no longer exist, whichever comes first.
8. An employee may not be absent on leave (a combination of annual leave, sick leave, personal leave, compensatory time, and donated leave) longer than 12 weeks during each calendar year, in cases other than his or her personal sickness. In cases of personal sickness the employee may qualify for long-term disability (see Paragraph 7.07 E). An employee may qualify for a leave of absence under the provisions of Paragraph 7.06 F.
9. The unused donated leave will be returned to the donors. The donors with the largest number of donated hours will receive credit for the unused hours on a proportional basis.

J. General Annual Leave Policies

1. Should scheduled annual leave include a holiday period, the employee is not charged annual leave for the holiday(s). However, the approved leave period is not automatically extended as a result of the holiday.
2. If the President notifies employees in advance that a particular day or half day is designated as additional time off, an employee on annual leave is not charged annual leave for the time off. However, if the President announces during the day that the employees may go home early on that day, an employee on annual leave is charged annual leave. An employee not

scheduled to work on the day in which additional time off is given, is not given credit for the additional time off.

3. Failure of an employee to communicate with his or her supervisor for three consecutive days regarding a request or necessity for leave is considered as a voluntary resignation (abandonment of position) without prior notice.
4. Emergencies other than those qualifying under sick leave are charged to annual leave.
5. Employees should establish credibility regarding attendance, absenteeism, and lateness by keeping the number of absences to a minimum so that when emergencies do occur, the employee is able to take time off without jeopardizing his or her job status.
6. Annual leave is not converted to sick leave. However, when sick leave is exhausted, annual leave may be taken.
7. If an employee is terminated during the probationary period, he or she is not entitled to payment for annual leave, since he or she did not accumulate any leave during that period.
8. A day for annual leave purposes is considered an eight-hour day for full-time regular employees and the actual hours the employee was scheduled to work for part-time regular employees. To eliminate confusion, the leave taken is also to be stated in hours.
9. If an employee is on annual leave and a death within the immediate family, or other events qualifying for sick leave occur, the leave period may be counted against sick leave at the request of the employee. The approved annual leave period does not automatically extend as a result of the sick leave period.
10. Any annual leave time taken in advance, but not repaid with earned leave, must be repaid upon termination of employment.