

**ARTICLE 16 – ANNUAL LEAVE**

16.1 Recording Annual Leave Time and Accrual. The University will include the annual leave accrual rate on the employee’s monthly timesheet.

16.2 Annual Leave Accrual Rates. The annual leave accruals to which a full time employee shall be entitled shall be computed in accordance with the following rules and based on total years of state employment:

16.2.1

| Year of Service | Number of Hours per Month | Number of Hours per Year | Number of Days per Year |
|-----------------|---------------------------|--------------------------|-------------------------|
| 1st             | 8.00                      | 96.00                    | 12                      |
| 2nd             | 8.67                      | 104.04                   | 13                      |
| 3rd- 4th        | 9.33                      | 111.96                   | 14                      |
| 5th -7th        | 10.00                     | 120.00                   | 15                      |
| 8th - 10th      | 10.67                     | 128.04                   | 16                      |
| 11th            | 11.33                     | 135.96                   | 17                      |
| 12th            | 12.00                     | 144.00                   | 18                      |
| 13th            | 12.67                     | 152.04                   | 19                      |
| 14th            | 13.33                     | 159.96                   | 20                      |
| 15th            | 14.00                     | 168.00                   | 21                      |
| 16th +          | 14.67                     | 176.04                   | 22                      |

16.2.2 Computation of Annual Leave. Annual leave hours shall be earned at the end of the month. Employees will not earn annual leave for any month in which leave without pay exceeds ten (10) working days except for those employees on approved Military leave, Worker’s Compensation, or during periods of scheduled cyclic leave without pay. Part-time employees shall accrue annual leave at the same rate, in the proportion that their normal work-week bears to a forty (40) hour work-week.

16.2.3 Continuous Service. For years one through four, the accrual rate is based upon continuous state employment. For years five and after, the accrual rate is based upon total state employment.

16.3 Use and Scheduling of Annual Leave. Employees may not take annual leave until they have successfully completed six (6) months of continuous state service. Employees may not take annual leave before it is earned.

16.3.1 Scheduling of Annual Leave. Requests for annual leave must be submitted by the employee in advance of the effective date. The employee must obtain the supervisor's approval before using annual leave except where otherwise specified in this Agreement.

- 16.4 Maximum Annual Leave Accrual. Employees may accumulate maximum annual leave balances not to exceed two hundred and forty (240) hours. However, an employee may exceed the annual leave balance limit between the time the leave is accrued and his/her next anniversary date of state employment. Leave accumulated above two hundred forty (240) hours must be used by the next anniversary date.
- 16.5 Transfer of Annual Leave. Employees who transfer from the University to another state agency or institution may, at their election, transfer their accrued but unused annual leave.
- 16.6 Cash-out of Annual Leave. Upon separation from employment, employees who have completed at least six (6) continuous months of service shall be paid for their accrued but unused annual leave hours at their regular rate of pay, except for employees who transfer annual leave as provided in Section 16.5.