

ARTICLE 17
ANNUAL LEAVE

17.1 ANNUAL LEAVE

A. Annual Leave Monthly Accrual Rate Schedule

1. The following are the annual leave accrual rates for full-time employees, and will be based on total years of state employment:
2. Annual leave accrual will be pro-rated for less than full time employees on the basis of the appointment.
3. Employees will retain, carry forward, and use any unused annual leave that was accrued prior to the effective date of this Agreement in accordance with the provisions of this Agreement.
4. An employee bringing annual leave from another state agency/higher education institution may use the previously accrued annual leave during the probationary or trial service period.
5. Annual leave credits of permanent status employees changing employment between higher education institutions, related boards or other state agencies will move with the employee.

During Years	During Months	Hours/Month	Hours/Year	Days/Year
1	1 – 12	8.00	96.00	12
2	13 – 24	8.67	104.04	13
3 – 4	25 – 48	9.33	111.96	14
5 – 7	49 – 84	10.00	120.00	15
8 – 10	85 – 120	10.67	128.04	16
11	121 - 132	11.33	135.96	17
12	133 - 144	12.00	144.00	18
13	145 - 156	12.67	152.04	19
14	157 - 168	13.33	159.96	20
15	169 - 180	14.00	168.00	21
16 and after	181	14.67	176.04	22

B. Annual Leave Scheduling

1. Upon the completion of six (6) months of continuous employment, an employee may submit a request for annual leave. Requests for annual leave must be submitted by the employee in writing in advance of the effective date.
2. **Annual Leave Bid Process:** Employees will submit written bids to their supervisor between the first and last work days in January of each year for annual leave requests. These bids will be for the annual leave calendar of March of the current year through February of the following year.
By the end of the second full work week of February, the supervisor will review, resolve scheduling conflicts on the basis of seniority and post a listing of approved requests on work unit bulletin boards. The posted annual leave is considered to be approved. Employees on said listings will have priority regardless of the seniority of subsequent requesters.
3. **Requests for Annual Leave Outside a Bid Process:** Requests for annual leave outside the bid process may be submitted for leave requests for the current leave year. The process for approving this leave will not be in conflict with the annual leave bid process.
 - a. The supervisor must approve or deny a written request for Annual Leave within ten (10) working days.
 - b. In the event two (2) or more employees request the same annual leave period, and if the supervisor must limit the number of people taking leave, and if the supervisor approves leave, the most senior employee will be given preference.
Previously approved leave will not be cancelled in order to grant leave to a senior employee, except for Section c below.
The supervisor may deny leave or limit the number of employees who take annual leave at one time due to operational needs and/or staffing levels.
 - c. In the event of a conflict of a previously established annual leave schedule because of a subsequent transfer or promotion, every effort

will be made to honor all previously approved annual leave. If such is not possible because of operational necessity and or staffing levels and the transfer is involuntary, the employee with the greater seniority shall be given preference. In the event of a voluntary transfer or promotion, the employee transferring or promoting will submit a new leave request.

2. **Annual Leave Changes:** Individual annual leave periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision; however, in no case will an employee's scheduled annual leave interfere with the necessary work of the organization, the determination of which will rest with supervision.

C. **Annual Leave Scheduling for All Employees:** Employees must have, or expect to have, sufficient annual leave balances when requesting to use annual leave. An employee is not entitled to use annual leave in advance of its accrual. Approved annual leave requests will be adjusted if the employee has not accrued sufficient annual leave by the time of the scheduled absence.

D. **Annual Leave Cancellation**

1. The University will make every effort to find alternatives to meet staffing needs without rescinding previously scheduled leave.
2. When circumstances require the presence of a particular employee who is scheduled for or on approved leave, the University may, as a last resort, cancel the authorized annual leave. The employee will be given priority for rescheduling the annual leave, but the leave request will not displace previously approved leave of other employees.

E. **Annual Leave Maximum:** Employees may accumulate maximum annual leave balances not to exceed two hundred and forty (240) hours. However, there are two methods which allow vacation leave to be accumulated above the maximum:

1. If an employee's request for annual leave is denied by the University, then the maximum of thirty (30) working days' accrual will be extended for each month that the leave is deferred, provided a statement of necessity justifying the denial is approved by Human Resource Services.

2. As an alternative to Subsection (1) of this Section, employees may also accumulate vacation leave in excess of thirty (30) days as follows:
 - a. An employee may accumulate the vacation leave days between the time thirty (30) days is accrued and his/her anniversary date.
 - b. Such accumulated leave will be used by the anniversary date and at a time convenient to the University. If such leave is not used prior to the employee's anniversary date, such leave will be automatically extinguished and considered to have never existed.
 - c. Such leave credit acquired and accumulated will never, regardless of circumstances, be deferred by the University by filing a statement of necessity as described in Subsection (1) of this Section.

F. **Annual Leave Utilization**

1. Annual leave reporting will reflect the amount of time actually used.
2. If the employee is called back to work while on annual leave, the employee's annual leave balance will not be charged for hours worked and the employee will receive call back pay.
3. When holidays occur during annual leave periods, the employee will receive holiday pay and annual leave will not be charged against the employee's annual leave balance in accordance with Article 16.1.B.

- G. **Annual Leave Cash Out:** Except as provided for in Section A.5 of this Article, permanent employees will be paid for all unused annual leave upon retirement, death, or separation from University service at the rate of one hundred percent (100%) of the employee's salary at the time of retirement, death, or separation.