

ANNUAL LEAVE FOR CLASSIFIED EMPLOYEES

I. Purpose

The purpose of this policy is to establish procedures for the accrual and use of annual leave, also called vacation leave, for classified employees at any campus, division or unit of the University of Arkansas System.

II. Annual Leave Accrual

All employees who work 1,000 hours or more per year in a regular salary classified position accrue annual leave. Annual leave is accrued at the end of each month and is cumulative. Full-time eligible employees accrue annual leave in accordance with the following schedule while employees who work less than full time but more than 1,000 hours per year accrue annual leave in the same proportion to the time worked:

<u>Years of Employment</u>	<u>Monthly</u>	<u>Annually</u>
Through 3 years	8 hours	12 days
3 through 5 years	10 hours	15 days
5 through 12 years	12 hours	18 days
12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

III. Use of Annual Leave

Use of accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department.

IV. Annual Leave Carryover Limit

No employee may have in excess of 30 days on December 31 of each year. During the calendar year accrued annual leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year.

V. Other Limitations

Annual leave may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month. Annual leave is granted on a basis of workdays, not calendar days. Non-workdays such as weekends and holidays falling within a period of annual leave are not charged as annual leave. Annual leave must be earned before it can be authorized and is deducted from the employee's accrued leave in increments of not less than 15 minutes.

Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate from accrued annual leave or holiday leave, not to exceed 30 working days, inclusive of holidays, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she received additional compensation has expired.

May 21, 2020 (Revised)

January 31, 2019 (Sick Leave Section Replaced by BP 420.3)

June 6, 2003 (Revised)

June 9, 1995 (Revised)

January 20, 1984 (Revised)

April 15, 1983 (Revised)

November 9, 1979