

BENEFIT PROGRAMS**ANNUAL LEAVE**

Annual leave shall accrue for 12 month, full-time, regular status employees as follows:

ACCUMULATION RATES BASED ON DATE OF EMPLOYMENT AND YEARS OF SERVICE	MAXIMUM ACCUMULATION	
Less than 5 years of service	10 hours for each month worked	15 days per year/240 Hours
5, but less than 20 years of service	12 hours for each month worked	18 days per year/480 Hours
20+ years of service	13.36 hours for each month worked	20 days per year/480 Hours

Employees regularly scheduled to work at least 30 hours but less than 40 hours per week shall accumulate annual leave at a prorated rate. Employees routinely working fewer than 30 hours in a given week do not accrue annual leave. **Note:** Accrual rates may be modified for any employee being compensated for less than 30 hours in a given week (contact the Human Resources Office for additional information).

Note: Employees employed through a grant are not covered under this policy. Such individuals should contact the Human Resources Office for information concerning Annual Leave.

Annual leave in excess of the maximum accumulation may be carried over from an academic year to August 31 of the following academic year. Any annual leave in excess of the maximum accumulation not used by August 31 shall be lost.

Deductions from annual leave are done at one-quarter hour (15 minute) increments.

The University usually closes for an extended period during the Christmas and New Year holidays. During this period, annual leave will be charged to accrued annual leave as determined by the University. Notification of this schedule shall be distributed annually to each department by the Human Resources Office. If no annual leave is accrued by an employee as of the closed holiday period, such time off will not be compensated for and such days off shall be treated as non-paid days. Annual leave may be used during the period(s) mutually agreeable to the employee and their supervisor, and at the convenience of the University. Employees who have been continuously employed by the University, upon leaving the employment of the University, shall receive compensation for any accrued annual leave. **Note:** Individuals with less than six months continuous employment who terminate their employment shall be required to reimburse the University for any days in which annual leave was taken.

If an employee internally transfers from one department to another within the University, the employee should use accrued annual leave prior to transferring. Exceptions to this policy must be approved by supervisors of both the transferee and transferor departments.

Southwestern does not credit an employee for accrued annual leave earned at another state agency.

Annual leave may **not** be earned by an employee during leave of absence without pay, suspension, layoff, or removal from the payroll for any reason.

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BENEFIT PROGRAMS

ANNUAL LEAVE (continued)

annual pay will be calculated based on the employee's straight-time pay rate (in effect when annual leave benefits are used) multiplied by the number of hours the employee would have otherwise worked on the day(s) of vacation absence. Annual leave benefits for salaried employees will be determined by their base salary.

If an employee eligible for annual leave should die, his/her estate shall be paid for the leave time earned prior to his/her death.