

Augusta University

Policy Library

Accrual and Use of Annual Leave Policy

Policy Owner: University HR Services

POLICY STATEMENT

All regular, benefits-eligible employees with a work commitment of one halftime or more (20 hours a week) or more are eligible to accrue and use annual leave.

The purpose of this policy is to ensure that the policy governing accrual and use of annual leave at Augusta University is consistent with the policies and procedures of the Board of Regents of the University System of Georgia.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Regular, Benefits Eligible Employees

A regular employee who works one-half time or more shall earn paid vacation/annual leave. A full-time regular employee shall be entitled to vacation/annual leave earned at the rate of:

- One and one-fourth working days per month (10 hours) for each of the first five years of continuous employment;
- One and one-half working days per month (12 hours) for each of the next five years of continuous employment; and
- One and three-fourths working days per month (14 hours) for each year after the completion of ten years of continuous employment.

The accrual rate of vacation/annual leave for an hourly employee will be based upon his/her standard work commitment. The use of approved vacation/annual leave shall be recorded on institutional leave records.

A regular, benefits eligible employee who works one-half time or more but less than full-time shall accrue vacation/annual leave prorated on the basis of full-time employment. An employee who is employed less than one-half time shall not be eligible to accrue vacation/annual leave.

Temporary Employee

A temporary employee is not eligible to accrue vacation/annual leave.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 533

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 08/04/2016

Last Review: 06/16/2017

Faculty and Administrative Officers

A full-time faculty member employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. All working days during the fiscal year shall be counted; absences during academic calendar breaks shall be recorded as vacation; and all vacation days shall be recorded on institutional leave records.

A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

The accrual rate of vacation/annual leave for a faculty member or for an administrative officer will be based upon his/her contractual work commitment.

A faculty member, who changes from a fiscal year contract to an academic year contract shall be paid his/her unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon termination of the fiscal year contract.

A faculty member employed on an academic year (9- to 10- month) basis does not earn vacation/annual leave. An academic year contracted faculty member who teaches during Maymester and/or summer semester will not be eligible to accrue vacation/annual leave for such service.

PROCESS & PROCEDURES

Accrual Effective Dates

Vacation/annual leave shall be accrued based on the initial employment date of an employee. A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month. No time will accrue for a month in which employment begins on the 16th or later. For persons terminating before the 15th, vacation/annual leave does not accrue for that month; it will accrue if the employee's last working day is on or after the 15th.

Use of Vacation/Annual Leave

Vacation/annual leave shall be taken at times mutually acceptable to the employee and his/her supervisor. Vacation/annual leave should be requested with as much advance notice as possible, except for unforeseen emergencies. Vacation/annual leave may not be taken in excess of the amount accrued.

Maximum Accrual

On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave.

Vacation/Annual Leave Compensation upon Termination

All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. Payment of accrued vacation/annual

leave will be paid to the terminating employee based on the rate of pay the employee is earning at the time of termination. Annual leave in excess of 45 days (360 hours) will be forfeited.

Upon a move between University System institutions with no break in service, an employee must transfer all accrued vacation/annual leave up to 20 days (160 hours). For employees with accrued vacation/annual leave of greater than 20 days (160 hours), an employee may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed 45 days (360 hours); or
- Payment by the institution from which the employee is moving of accrued vacation leave in excess of 20 days (160 hours). The total accrued vacation leave for which the employee may be paid shall not exceed 25 days (200 hours).

Departmental Leave Record

Departmental Administrators who have security access to PeopleSoft can run their Departmental Leave Report (MCGPY012, Leave Accrual by Department) on a monthly basis. The PeopleSoft navigation for this process is: MCG Payroll>Reports>Leave Accrual by Department. Monthly leave accruals are updated in PeopleSoft on the last working day of each month; therefore, it is recommended that department personnel run this report on the first day of each month in order to reflect current leave balances.

The automated time and attendance system also has leave balance information on employees.

The Web-based Exempt Leave Entry Application has leave balance information on exempt employees.

Initial Use

Annual leave may not be authorized for absences until the leave accrual is shown on the Leave Accrual by Department Report, or in the automated time and attendance system. You may also view the Exempt Leave Entry Application for exempt employees. If an employee must be absent prior to that time, the hours absent must be reported as leave without pay (LWOP).

Annual Leave Reporting

The number of hours of annual leave used should be reported in the automated time and attendance system. The hours of annual leave reported by an employee must not exceed the number of hours normally scheduled to work each day. If the approved annual leave period includes a scheduled holiday, that day will be considered holiday time rather than annual leave. Additionally, an employee may not request/claim annual leave for a period of time that they are not scheduled to work.

NOTE: The number of hours reported for annual leave may not exceed the employee's current annual leave balance. Hours reported in excess of an employee's balance in the will be converted to LWOP hours. If an employee's LWOP is expected to extend beyond the current

bi-weekly pay period for non-exempt employees, or a period of 10 working days for exempt employees, an ePAR to officially place the employee on LWOP must be submitted to Human Resources. If the period of leave is less than this, it should be reported using the automated time and attendance system for non-exempt employees and pre-payroll list for exempt employees. Do not adjust the pre-payroll list unless you have confirmed with the Payroll Office that the Payroll System does not show a balance.

Status Change

An employee eligible for annual leave who changes to temporary status (less than half time) is no longer eligible to use annual leave for authorized absences. Payment will normally be made for all accrued annual leave (up to the maximum allowed) in the paycheck following processing of the Electronic Personnel Action Request (ePAR). Payment of the accrued vacation/annual leave will be paid to an employee that has a change in status based on the rate of pay the employee is earning at the time of the status change.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/16/2017