

# Augusta University

## Policy Library

### Accrual and Use of Annual Leave Policy

**Policy Manager: University HR Services**

#### **POLICY STATEMENT**

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

The purpose of this policy is to ensure that the policy governing accrual and use of vacation/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 (5) years of continuous employment;
- One and one-half working days per month (12 hours) for each of the next five (5) years of continuous employment; and
- One and three-fourths working days per month (14 hours) for each year after the completion of ten (10) years of continuous employment.

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.

For exempt employees leave is to be reported in whole hour increments.

A faculty member employed on an academic year (9-month) basis does not earn vacation/annual leave.

An employee who is employed less than one-half time shall not be eligible to accrue vacation/annual leave.

##### **Temporary Employee**

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**Office of Legal Affairs Use Only**

**Executive Sponsor: Enterprise Vice President for Human Resources**

**Next Review: 7/2023**

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

### **Faculty and Administrative Officers**

A full-time faculty member employed on a twelve (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 leave records (currently in OneUSG).

A full-time administrative officer employed on a twelve (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 leave records (currently in OneUSG).

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. For faculty, leave is to be reported in whole or half days, not hours.

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-month) basis does not earn vacation/annual leave. An academic year contracted faculty member who teaches during any summer term 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.

The use of approved vacation/annual leave shall be recorded in the institutions time and attendance system. Negative leave balances are not allowed. Employees who are approved to utilize more leave than accrued shall be placed on leave of absence without pay.

### **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. Vacation/annual leave in excess of 45 days (360 hours) will be forfeited. An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

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

### **Initial Use**

Annual leave may not be authorized for absences until the leave accrual is shown in the Time & Attendance System. 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 time and attendance system (currently OneUSG). The hours of vacation/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 vacation/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 vacation/annual leave may not exceed the employee's current vacation/annual leave balance. Hours reported in excess of an employee's balance 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 time and attendance system.

**Status Change**

An employee eligible for vacation/annual leave who changes to temporary status (less than half time) is no longer eligible to use vacation/annual leave for authorized absences. Payment will normally be made for all accrued vacation/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:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 7/26/2020

President, Augusta University

Date: 7/27/2020