

SUBJECT: Annual Leave
Number: 615
Issued by: Vice Chancellor for Finance
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All unclassified employees appointed on a 12-month basis earn and must account for all annual leave, as provided by University policy. Such employees are required to work the regular 37.5 hours per week and to report any time off as either annual or sick leave. Classified and unclassified employees have exactly the same accountability for reporting any time they are absent, irrespective of the reason -- vacation, absence for personal business, etc.

Supervisors are legally responsible for accurately reporting employee attendance. These records are subject to audit and formal action if there are indications that the reporting of leave may not have been as accurate as it should be. Time and attendance reporting is electronic via the web-based ITAMS system.

Upon separation from the University, it is possible for an employee to receive a cash payment for up to 45-days of unused annual leave. The payment for such leave, however, is subject to the following restrictions:

1. State funds may not be used to pay any portion of annual leave earned from a salary paid from a grant or non-state funded contract. Such payments may be made only if the grant contains funds for that purpose. Employees hired from non-state funds should be cautioned to use all annual leave before termination of employment; otherwise, this leave will be lost.
2. Employees paid from state funds may be paid for accumulated leave if it is not possible to use this leave before the official termination date. Because of the tight budget situation, a replacement may not be approved for a position until all salary and leave payments have been made to the person separating. Excessive amounts of unused annual leave are subject to challenge and audit.
3. Employees who change from a twelve-months to a nine-months (or other) basis are required to use all accumulated leave before making the change. Changes in the pay basis should be planned sufficiently far in advance to permit the use of all accumulated leave, since the cash payment of accumulated annual leave will be made only under the most extraordinary circumstances.