

ANNUAL LEAVE

Effective September 1, 2010

1. General

Temple College recognizes that Annual Leave provides employees the opportunity to relax for an extended period and to return to the job with renewed interest and vitality. The College encourages employees to take Annual Leave each year, with at least one (1) Annual Leave period of one (1) week in duration. Eligible faculty and staff employees earn, accrue, use, and are paid for Annual Leave according to the provisions of this policy.

2. Eligible Employees

Regular, full-time staff, 1.0 Full Time Equivalency (FTE), 40 hours per week, regular part-time staff .8 FTE or greater, 32 or more hours per week, and faculty on twelve-month (12 Mo) contracts are eligible to receive paid Annual Leave.

3. How Annual Leave is Earned

Eligible employees earn Annual Leave each pay period during time actually worked and during any paid leave of absence authorized by the College.

Faculty or staff members on a twelve month contract who convert or are moved from a 12 month contract into a contract less than 12 months will have any accumulated Annual Leave time accrued capped at the time of conversion. If the accrual is more than 240 hours, the faculty member or staff member is subject to the provisions of Section Five and Section Six contained within this policy.

4. Accrual Rate

The accrual rate is as follows:

Years of Service	Accrual Rate (Maximum Hours Per Month)	Accrual Rate (Maximum Hours Per Year)
0 through 5	8	96
6 through 10	10	120
10+	12	144

For part-time employees who work greater than a .8 FTE but less than a 1.0 FTE, leave accruals will be prorated based on actual hours worked.

5. Maximum Allowable Balance

Employees who are at or reach the 240 hour cap in their Annual Leave account will be allowed to accrue additional hours for the following fiscal year at the accrual rate listed in Section Four. However, if any accruals past the 240 hour cap are not used by August 31 of each year, the accrued hours above the 240 cap will be forfeited and the accruals will revert to 240 hours.

6. Use of Annual Leave

Annual Leave is accrued at the end of the pay period and cannot be taken until the pay period following the date in which it was accrued. Employees must request and receive approval of leave in advance from their immediate supervisor. While Annual Leave is normally scheduled according to the employee's wishes, the College reserves the right to change an employee's Annual Leave request in accordance with the needs of the College. Annual Leave requests for specific departments at peak registration or other times identified by the department will not be granted. It is recognized that in certain emergency situations an employee may not be able to request leave in advance, and the supervisor should give such a request fair and reasonable consideration.

Grant employees may use and accumulate Annual Leave each year prior to the grant closing date. Any unused accumulation at the end of the fiscal year, at the termination of employment, or the termination of the grant will be forfeited. However, if grant provisions allow, if funds are available, and written approvals are made by the grant administrator and the College President the employee will be paid for accrued Annual Leave up to the previously stated yearly total, at the grant termination or if the employee/employer terminates employment for whatever reason, for up to one year's accumulation in the employee's Annual Leave account only.

An employee who requests time off to observe a religious holiday that does not fall on a recognized College holiday must be allowed to take Annual Leave or leave without pay if the employee does not have enough accrued leave, unless granting the request would cause significant disruption in the business of the department or otherwise cause undue hardship for the department or the College. The employee must obtain such approval in advance. If the college is closed due to inclement weather the employee will not be charged any time toward their Annual Leave accrual.

For new employees categorized as Classified non-exempt, Annual Leave time will accrue but cannot be taken until they have been employed at least 90 calendar days.

For staff or 12-month faculty working a four-day per week schedule, 10 hours will be charged to Annual Leave accruals per day.

For staff or 12-month faculty working a full five-day per week schedule, 8 hours will be charged to Annual Leave accruals per day.

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For staff or 12-month faculty working a modified five-day per week schedule, 9 hours will be charged to Annual Leave accruals per day, or what is considered the normal work hours for that day.

The smallest amount Annual Leave can be taken is fifteen-minutes.

7. Monitoring Annual Leave

Supervisors are expected to monitor employee leave balances. Where grant funds are involved, supervisors should encourage employees to use Annual Leave accruals during the period the accruals were earned with no accruals carrying over to the next fiscal year. If an employee transfers to another department, leave balances also transfer. An employee is not required to use Annual Leave prior to such a transfer. If, however, an employee is transferring from a grant funded position to a college funded position, funds will be deducted from the grant to cover the cost of the accumulated accrual. Supervisors should work with employees to develop and coordinate Annual Leave plans so that accruals remain at manageable levels.

8. Payment for Unused Annual Leave at Time of Separation

The payment will be based on the employee's years of service and accrual amount listed in Section Four. If the accrual is less than the maximum amount listed in Section Four that is the amount that will be paid. It will be based on the employee's primary Annual Leave accrual amount only, minus any Annual Leave deductions, upon separation of employment. The maximum payment for employment separation is 144 hours. When employees separate from the College, they are paid for unused Annual Leave at their regular pay rate. The College reserves the right to require employees to take some or all of their accrued annual leave before the date of separation.

An employee separating their employment from the College may not take Annual Leave in the weeks and days prior and up to the last day of work at the College but the granting of Annual Leave is based upon departmental needs and Department Chair/Supervisor approval.

9. Voluntary Separation

The payment for voluntary separation will be based on the employee's years of service and accrual amount listed in Section Four and based on the employee's Annual Leave account only. If the accrual is less than the maximum amount listed in Section Four, that is the amount that will be paid. The maximum payment for voluntary separation based on years of service is 144 hours. All other unused Annual Leave will be forfeited.

10. Involuntary Separation, Retirement, or Death

The payment for involuntary separation, retirement or death will be based on the employee's years of service and Annual Leave accrual amount only listed in Section

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Four. If the accrual is less than the maximum amount listed in Section Four, the accrual that remains will be the amount that will be paid. The maximum payment for involuntary separation, retirement, or death is 144 hours. In the case of an employee's death, the employee's estate is paid for accrued leave up to a maximum of 144 hours based on the employee's accrual rate at the time of death and the employee's Annual Leave account balance only. All other accrued Annual Leave will be forfeited.

11. Annual Leave Abuse

The College may refuse to pay Annual Leave if it is determined that the claim for Annual Leave was fraudulent and may take disciplinary action for Annual Leave abuse. Abuse of Annual Leave may be cause for denial of leave.

12. Reporting

The employee must enter the time taken on the Temple College Leave Form. The employee's supervisor must also sign the leave form and submit the completed form to Human Resources-Payroll. Non-exempt, hourly employees must attach the completed and signed leave form to their monthly time sheet and submit the forms to Human Resources-Payroll each month. All exempt employees must submit an Exception Report each month whether or not any leave is taken. The Exception Report must have the employee's and supervisor's signature and date signed. Failure of the employee or supervisor to report and submit the required forms will result in disciplinary action for the employee and supervisor up to and including discharge.

13. Record Keeping

Temple College Leave forms will be stored in the Human Resource-Payroll department. Employees may view their accrued Annual Leave by logging on to their personal Temple College TConnect account.

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