

ANNUAL LEAVE

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. 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.

5. 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.

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.

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.

6. 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.

7. 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.

8. 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.

Employees who are paid by grants funds that required time sheets must do the following:

1 – In compliance and at the same time as an employee submits his HR Time Sheet, any employee that is paid by Federal Funds must also document their time and effort related to the specified and approved grant activities. The employee must submit both documents when timesheets are due in the Payroll office.

2 – All time and effort sheets must be reviewed and approved by the supervisor. Once the time and effort sheet is completed, it is submitted to the Grant Director for final approval and then filed for documentation of federal expenditures of funds.

3 – Quarterly, all time and effort sheets are sent to Dir of Accounting to ensure that all efforts reported on the time and effort sheets meet the requirements of the grants and indicate work specific to the grant that supports the expenditure of the federal funds and keeping Temple College in compliance with standard auditing practices.

9. 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.