



Policy and Procedures Manual

Application: Full Time Personnel on 12 month appointments

Section A1.9 Annual Leave

A1.9 ANNUAL LEAVE

ECU full-time staff shall be entitled to annual leave. Annual leave for non-exempt staff accrues as follows:

0-3 years	12 working days	1.00 day / 8 hours per month
4-6 years	15 working days	1.25 days / 10 hours per month
7-10 years	18 working days	1.50 days / 12 hours per month
11 + years	20 working days	1.67 days / 13.34 hours per month

ECU exempt staff shall accrue annual leave at the rate of 1.67 days per month (20 working days per year). Exempt staff are employees tasked to assist in the management of the administrative operation of the university. They are exempt from overtime provisions of the Fair Labor Standards Act. If the employee's status of exempt is changed due to the University's classification or actions, the employee shall retain their leave accrual. If an employee transfers to a non-exempt position, then their leave accrual will revert to their years of service as noted in the table above.

Annual leave may not accumulate beyond sixty (60) days in any given fiscal year. Holidays and other non-working days falling within one's annual leave, and compensatory time off for overtime, shall not be charged against one's accumulated annual leave.

An employee cannot extend their termination date beyond either the last day actually worked, or the exhaustion of accrued annual leave.

If an employee resigns or is discharged, full payment for unused annual leave and compensatory time (when applicable) will be made provided the employee has worked for a continuous six-month period prior to the end of employment, except in the case that the employee was appointed to an externally funded account; for more information see section 5.9.9 *Leave Policy for Employees Appointed to Externally Funded Accounts* of the handbook.

Annual leave will not be earned by an employee during leave of absence without pay, unpaid FMLA, suspension without pay, layoff, or removal from the payroll for any reason (employees eligible for military leave see *sec. 2.9 Military Leave*). Annual leave is granted at the convenience of the University by the President of the university, unless delegated to the administrative department head on request of the employee. The desire of an employee as to the time he/she will take leave will be respected insofar as this can be done without inconvenience to the University.

No employee may be paid extra for working during annual leave unless the University has a particular need for his/her services during the time, and then only with written approval by the President or Vice President responsible for the department.

A University Request/Approval of Leave Form must be completed in advance and approved by the supervisor before annual leave is taken.

An employee shall only be allowed to use annual leave that has been accumulated before the beginning of the month for which leave is requested. It is the responsibility of the department supervisor and the employee to ensure that sufficient time has been accrued to cover the time requested prior to the request and approval of the leave. The monthly *Leave Status Report* will provide accurate annual balances.

A compensatory time balance (see 3.3) must be exhausted before using annual leave unless this action will result in a loss of annual leave due to maximum accrual.