

## **Annual Leave and Sick Leave Policy**

(These policies replace policy 402.1 Leaves of Absence with Pay in the Staff Handbook)

### **Annual Leave**

Annual leave is scheduled by the unit administrator, considering the needs of the unit and, when possible, the wishes of the staff member. Each unit administrator should make every effort to ensure that earned annual leave is used on a current yearly basis, in order to provide staff with vacation and proper rest and relaxation.

Annual leave may not be anticipated. Annual leave shall not be authorized prior to the time it is accrued and credited to staff and will only be used with the approval of the proper authority within the department or division. Upon reasonable notice, a unit administrator may request staff to use a portion of their accrued annual leave for vacation purposes at any time this is deemed advisable. Annual leave may not be taken for vacation during the first three months of continuous service with the University.

### *Payment*

Staff who resign or who are otherwise terminated or separated from University employment for any reason, except as noted below, shall be paid for accrued unused annual leave, except in no case shall payment be made for more than the maximum accrual.

Staff who are separated from employment for reason of death shall be paid for accrued unused annual leave, except in no case shall payment be made for more than the maximum accrual. Withholdings on unused annual leave will be at the supplemental tax rate.

Staff who are laid off from employment shall be paid for accrued unused annual leave for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation.

Staff who resign or who are terminated from employment prior to the completion of three months of continuous service shall not be paid accrued unused annual leave.

Annual leave requested during a period in which a holiday falls, will be treated as a holiday. Annual leave will not be reduced.

It is the policy of Langston University to prohibit the "lump sum payment" method for accrued leave balance for the purpose of removing excess annual leave from the record or for the purpose of avoidance of forfeiture of excess leave accumulation, except upon resignation or termination as contained herein.

Any exception to the payment of leave policy shall have the prior approval of the President of the University or his delegated representative. All such exceptions shall be

in writing, and are to be made an official part of the annual leave record of the affected staff member.

*Accrual*

All full-time (100% FTE) non-exempt and exempt staff shall accrue annual leave. Part-time staff who are employed at least 50% but not more than 99% FTE shall be entitled to earn annual leave proportionately according to the appropriate accrual rate.

Annual Leave shall be accrued on a monthly basis according to the schedule listed below. For purposes of this policy, Executive Officers include (Presidents, Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents. Administrative Officers includes Directors.

<b>Employment Category</b>	<b>Years of Service</b>	<b>Monthly Hours</b>	<b>Annual Accrual</b>	<b>Maximum Accrual</b>
Executive and Administrative Officers	Each Year	22	33 days (264 hours)	30 days 240 (hours)
10-month Staff	Each Year	10.67	12 days (96 hours)	30 days (240 hours)
Other Staff	1 <sup>st</sup> -5 <sup>th</sup>	18	27 days (216 hours)	30 days 240 (hours)
Other Staff	6 <sup>th</sup> – 10 <sup>th</sup>	20	30 days (240 hours)	30 days (240 hours)
Other Staff	11 <sup>th</sup> year & over	22	33 days (264 hours)	30 days 240 (hours)

Annual leave accumulations are credited at the end of the pay period. The entire accrual is credited for employees in active pay status on the 16th day of the month. There is no proration of leave accrual.

At any time, the maximum accumulation balance of earned but unused annual leave shall not be in excess of the maximum accrual. If the current annual leave balance is in excess of the maximum accumulation allowable, the accumulation balance will be reduced to the leave of the maximum balance allowable. Excess annual leave lost through such reduction shall be forfeited.

Annual leave shall continue to accumulate at the normal rate during periods of leave of absence with pay except during terminal annual leave and when receiving disability supplement pay. Annual leave shall not accrue during periods of leave without pay.

When converting to the new policy, employees will maintain the accrued leave balance on record at the time of implementation of this policy. No additional accrual of leave will

be made until the balance of earned unused annual leave shall not be in excess of the maximum accrual.

## **Sick Leave**

Sick Leave is defined for the purpose of this policy as absence from assigned duty with pay where such absence results from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

For purposes of this policy, the immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships.

Sick leave may be used for personal illness or incapacity, or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated. Sick leave is not intended for or to be used as "vacation time" or other absence from work.

A doctor's verification will not be required each time an employee is ill. However, the University has the option to require a doctor's release when such absences exceed three working days or at any other time if the University believes that such is necessary.

Sick leave may be used for staff or eligible dependent's personal appointments with a doctor, dentist, or other recognized licensed medical practitioner. Whenever possible, such appointments should be scheduled in coordination with the unit's work schedule. In no case shall the length of time exceed the extent of time required to complete such appointments.

No payment shall be made at any time for unused sick leave. Staff who terminate employment with Langston University shall forfeit all unused sick leave.

Benefits and provisions under the Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-term Disability. It is the policy of Langston University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

## *Accrual*

Staff employed in a full-time position (100% FTE) shall be eligible to accrue sick leave with full pay at the rate of 12 working days (8.0 hours per month) during each year of service.

Staff employed in a part-time position (at least 50% FTE but less 100%) shall accrue sick leave proportionate to FTE. Part-time staff employed less than 50% FTE shall not accrue, nor be paid for sick leave.

Sick leave accrues and is credited at the end of each pay period for employees in active pay status on the 16<sup>th</sup> day of the month. Accrued sick leave is available to be used by an employee during the time period in which it is credited. Sick Leave does not accrue during periods of leave without pay. Sick leave accrues during periods of leave with pay proportional to FTE, except during terminal annual leave.

The maximum accrual of sick leave for staff is 120 working days (960 hours). There is no accumulation of regular sick leave where 960 hours are already credited. Amounts in excess of the 960 hours that would otherwise accrue will be transferred to the Extended Sick Leave Accounts.

When converting to the new policy, employees will maintain the extended sick leave balance on record at the time of implementation of this policy. No additional accrual of leave will be made until the balance of earned unused sick leave shall not be in excess of the maximum accrual.

Employees are not entitled to any payment for accrued, unused sick leave.

#### *Extended Sick Leave Accounts*

Amounts of sick leave that accrue each pay period that are in excess of the 960 hour maximum for regular leave will be transferred to an Extended Sick Leave Account. Extended sick leave can be used for extended personal illness requiring more than seven days. There is a maximum of 120 days (960 hours) for the extended sick leave account.