

Annual Leave for Administrative Employees	Document No.	
	Effective Date	10-1-11
	Revision Date	8-16-11
	Revision No.	1.0
	No. of Pages	5

## 1.0 Purpose

This policy establishes guidelines for administrative employees to earn and use annual leave.

## 2.0 Revision History

Date	Rev. No.	Change	Ref Section
8-16-11	1.0	Policy rewrite.	
8-16-11	1.1	Removed the requirement that employees must take a minimum of one-half day at a time.	
8-16-11	1.2	Added a clause about administrative employees who work a minimum of 20 hours per week being eligible for annual leave.	3.1, 5.4.3
8-16-11	1.3	Added a clause about the amount of annual leave an administrative employee must use each year.	4.4, 6.5
8-16-11	1.4	Added a clause about administrative employees not reporting leave of less than 4 hours and reporting leave in 1-hour increments.	4.7, 7.1.1
8-16-11	1.5	Converted annual leave from days to hours.	5.4, 7.1.1
8-16-11	1.6	Increased the annual leave accrual rate for administrative employees working 0 to 5 years from 8 hours per month to 14 hours per month.	5.4.1
8-16-11	1.7	Increased the annual leave accrual rate for administrative employees working 6 to 10 years from 12 hours per month to 14 hours per month.	5.4.1
8-16-11	1.8	Combined accrual rate categories 0 to 5 years and 6 to 10 years.	5.4.1
8-16-11	1.9	Advanced new administrative employees three months worth of accrued leave.	5.4.1, 5.4.3
8-16-11	1.10	Added a clause to address administrative employees who move from a position ineligible to earn annual leave to an eligible position.	5.4.4
8-16-11	1.11	Added a clause to address administrative employees who move from a position eligible to earn annual leave to an ineligible position.	5.4.5
8-16-11	1.12	Increased the maximum accumulation rate from 1.5 to 2.	5.5

### 3.0 Persons Affected

- 3.1 Administrative employees who have a 12-month letter of appointment, who are regularly scheduled to work 20 hours or more per week, and who are eligible to receive employment benefits.
- 3.2 Administrative employees who have at minimum a 9-month letter of appointment, who are regularly scheduled to work 40 hours per week, who are eligible to receive employment benefits, and who were hired prior to July 1, 1998.

### 4.0 Policy

The policy of Casper College is to ensure the following.

- 4.1 Administrative employees have paid leave available for personal use.
- 4.2 Administrative employees earn leave at the designated accrual rate.
- 4.3 Administrative employees do not take leave in excess of the total amount accrued.
- 4.4 Administrative employees must use a minimum of 40 hours of annual leave each anniversary year or a prorated amount for employees who are regularly scheduled to work less than 40 hours per week.
- 4.5 Administrative employees do not accrue more leave than the maximum accumulation allowed.
- 4.6 The college pays administrative employees accrued annual leave upon termination of employment.
- 4.7 Administrative employees do not report leave of fewer than four hours. Leave of four or more hours is reported in increments of one hour (i.e. 4, 5, 6 etc). Leave of more or less than an hour is rounded to the nearest hour.

### 5.0 Definitions

- 5.1 Administrative. This job classification includes professional, non-faculty positions responsible for the management or operations of the college. Administrative employees are exempt from the Fair Labor Standards Act.
- 5.2 Annual Leave. This is paid leave that employees earn to use as they wish.
- 5.3 Leave Notification Form. This document is a one-page form used by employees to request leave. The leave form describes the type of leave, the dates and hours requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.

- 5.4 Accrual Rate. This is the rate at which employees earn leave. Annual leave accrual begins on the employee's first date of employment. Administrative employees accrue annual leave based on the following schedule.
- 5.4.1 Administrative employees who have a 12-month letter of appointment and are regularly scheduled to work 40 hours per week accrue annual leave based on the following schedule.
- Administrative employees are advanced 42 hours of accrued leave beginning the first date of employment. Additional leave begins to accrue the 4<sup>th</sup> month of employment. Administrative employees accrue 14 hours of annual leave per month through the 10<sup>th</sup> year of continuous employment.
  - Administrative employees accrue 16 hours of leave per month beginning the 11<sup>th</sup> year of continuous employment.
- 5.4.2 Administrative employees who have a letter of appointment for fewer than 12-months, who are regularly scheduled to work 40 hours per week, and who were hired prior to July 1, 1998 accrue annual leave for the months that they work based on the following schedule.
- Administrative employees accrue 16 hours per month.
- 5.4.3 Administrative employees who have a 12-month letter of appointment and are regularly scheduled to work a minimum of 20 hours per week accrue annual leave based on the following schedule.
- Administrative employees are advanced a prorated amount for 3 months worth of accrued leave beginning the first date of employment. Additional leave begins to accrue the 4<sup>th</sup> month of employment. Administrative employees accrue leave at a rate prorated to that of administrative employees who are regularly scheduled to work 40 hours per week.
- 5.4.4 Administrative employees who move from a position that is ineligible for annual leave to a position that is eligible for annual leave or from a fewer than 12-month position to a 12-month position will accrue leave at the rate commensurate with the prorated number of years employed at the college.
- 5.4.5 Administrative employees who move from a position eligible for annual leave to a position ineligible for annual leave or from a 12-month position to a fewer than 12-month position will stop accruing annual leave on the effective date of the new position. The administrative employee will be paid the balance of any unused annual leave on the next regular payday.

5.5 Maximum Accumulation. This is the maximum number of hours of leave an administrative employee can carry as a balance. The maximum accumulation allowed is the number of hours that an administrative employee can earn in 12 months multiplied by 2. Administrative employees who reach their maximum accumulation forfeit any additional annual leave earned.

## 6.0 Responsibilities

6.1 Administrative employees are expected to know how much leave they have available to them.

6.2 Administrative employees are responsible for working with their supervisor to schedule their leave.

6.3 Supervisors are responsible for granting annual leave in compliance with this policy.

6.4 Supervisors are responsible for scheduling annual leave in a manner that ensures appropriate departmental staffing.

6.5 Supervisors are responsible for ensuring employees use a least 40 hours of annual leave per anniversary year. Supervisors are responsible for deciding if employees must take any or all of the 40 hours of annual leave consecutively.

6.6 The Human Resources Department is responsible for recording and monitoring leave and for responding to requests for information from supervisors and employees about available leave.

6.7 The director of human resources is responsible for ensuring compliance to this policy.

## 7.0 Procedures

### 7.1 Taking Leave

7.1.1 The administrative employee completes the Leave Notification Form by checking the *Annual* box and filling in the dates and total amount of time used. Administrative employees do not report leave of fewer than four hours. They report leave of four or more hours in increments of one hour (i.e. 4, 5, 6 etc). Leave of more or less than an hour is rounded to the nearest hour.

7.1.2 The administrative employee submits the Leave Notification Form to her supervisor.

- 7.1.3 The supervisor verifies with the Human Resources Department that the administrative employee has sufficient annual leave to support the request.
- 7.1.4 If the administrative employee has sufficient leave, the supervisor grants or denies leave based on staffing needs.
- 7.1.5 If the supervisor grants the leave, she signs the leave form and submits it to the Human Resource Department within five working days. If the supervisor denies the leave, she works with the administrative employee to identify alternate days for the employee to use leave.