

Annual Leave for Classified 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 classified 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 a minimum of one-half day be used at a time and that annual leave could not be used the first year of employment.	
8-16-11	1.2	Redefined part-time employees to include employees who work a minimum of 20 hours.	3.1, 5.4.3
8-16-11	1.3	Added a clause on the amount of annual leave an employee must use each year.	4.4, 6.5
8-16-11	1.4	Added the ability to accrue leave and removed the option to forfeit leave because of work responsibilities.	4.5, 5.5
8-16-11	1.5	Added a clause about classified employees reporting leave in 1-hour increments.	4.7, 7.1.1
8-16-11	1.6	Converted annual leave from days to hours.	5.4, 7.1.1
8-16-11	1.7	Increased the accrual rate for classified employees working 0 to 5 years from 8 hours per month to 10 hours per month	5.4.1
8-16-11	1.8	Increased the accrual rate for classified employees working 11 years or more from 14 hours per month to 16 hours per month.	5.4.1
8-16-11	1.9	Advanced new classified employees three months worth of accrued leave.	5.4.1, 5.4.3
8-16-11	1.10	Added a clause to address classified 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 classified employees who move from a position eligible to earn annual leave to an ineligible position.	5.4.5
8-16-11	1.12	Increased maximum accumulation rate from 1.5 to 2.	5.5

3.0 Persons Affected

- 3.1 Classified 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 Classified 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 Classified employees have paid leave available for personal use.
- 4.2 Classified employees earn leave at the designated accrual rate.
- 4.3 Classified employees do not use leave in excess of the total amount of accrued.
- 4.4 Classified employees must use a minimum of 40 hours of annual leave each year or a prorated amount for employees who are regularly scheduled to work less than 40 hours per week.
- 4.5 Classified employees do not accrue more leave than the maximum accumulation allowed.
- 4.6 The college pays classified employees for accrued annual leave upon termination of employment.
- 4.7 Classified employees report annual leave in increments of one hour. Leave of more or less than an hour is rounded to the nearest hour.

5.0 Definitions

- 5.1 Classified. This job classification includes all operational support positions. Classified employees are covered by 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 employees first date of employment. Classified employees accrue annual leave based on the following schedule.
- 5.4.1 Classified employees who have a 12-month letter of appointment and who are regularly scheduled to work 40 hours per week accrue annual leave based on the following schedule.
- Classified employees are advanced 30 hours of accrued leave beginning the first day of employment. Additional leave begins to accrue the 4th month of employment. Classified employees accrue 10 hours of annual leave per month through the 5th year of continuous employment.
 - Classified employees accrue 12 hours of annual leave per month beginning the 6th year through the 10th year of continuous employment.
 - Classified employees accrue 16 hours of annual leave per month beginning the 11th year of continuous employment.
- 5.4.2 Classified employees who have at minimum a 9-month letter of appointment, 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.
- Classified employees accrue 16 hours of annual leave per month.
- 5.4.3 Classified employees who have a 12-month letter of appointment and who are regularly scheduled to work a minimum of 20 hours per week accrue annual leave based on the following schedule.
- Classified employees are advanced a prorated amount for 3 months worth of accrued leave beginning the first day of employment. Additional leave begins to accrue the 4th month of employment. Classified 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 Classified 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 Classified 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 classified 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 a classified employee can carry as a balance. The maximum accumulation allowed is the number of hours that a classified employee can earn in 12 months multiplied by 2. Classified employees who reach their maximum accumulation forfeit any additional annual leave earned.

6.0 Responsibilities

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

6.2 Classified 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 classified employee completes the Leave Notification Form by checking the *Annual* box and filling in the dates and total amount of time to be used. Classified employees report leave in increments of one hour. Leave of more or less than an hour is rounded to the nearest hour.

7.1.2 The classified employee submits the Leave Notification Form to his supervisor.

7.1.3 The supervisor verifies with the Human Resources Department that the classified employee has sufficient annual leave to support the request.

- 7.1.4 If the classified employee has sufficient leave, the supervisor grants or denies leave based on staffing needs.
- 7.1.5 If the supervisor grants the leave, he signs the leave form and submits it to the Human Resource Department within five working days. If the supervisor denies the leave, he works with the classified employee to identify alternate days for the employee to use annual leave.