

MSUE *Administrative Handbook*: Human Resources

SUBJECT: ANNUAL LEAVE

POLICY: Annual leave (vacation) with pay is granted to employees based on their percent time status.

APPLIES TO: MSUE provost-appointed academic staff

PROVISIONS/RESTRICTIONS:

1. Full-time employees are granted 22 days of annual leave per fiscal year; time is awarded and must be taken between July 1 and the following June 30.
2. Part-time employees are granted annual leave on a proportionate basis i.e. percent time status x 22 days = annual leave days.
3. For newly hired employees annual leave is granted on a proportional basis of time between their hire date and the months remaining in the fiscal year. The multiple used in this calculation is 1.83 days. (Example: A full time employee hired January 1 is granted 11 days of annual leave (6 months x 1.83 = 10.98 or 11)).
4. Annual leave is not carried over to the next annual leave year. If annual leave is not taken during the July 1 - June 30 annual leave time period it is lost.
5. The request for annual leave desired is made to the Institute Director and, for off-campus employees, the District Coordinator
6. Annual leave allowances are granted on July 1 of each year. The accrual will be proportionately reduced in the event of resignation/termination during the fiscal year or for other non-accrual time, such as workers' compensation, long-term disability, leave without pay, etc.
7. Annual leave time must be reported in MiPRS , including notation of type of time taken (use "comments" area to note whether there is a unique circumstance, such as sick leave for FMLA, parental leave, etc.
8. When an employee resigns his/her position, any days remaining following the proportionate calculation of accrual may be used prior to the last date of employment, with permission of the immediate supervisor. *Using the example noted below, the employee's last day in the office might be September 27th (with the 28th-30th being work days), but his/her last day on the payroll will be September 30.*

Example: An employee terminating on September 30 who has taken 2.5 days of annual leave will be considered to have 3 days of annual leave remaining. This is arrived at by the following formula: 3 months worked (July-September) x 1.83 monthly annual leave factor (22 days ÷ 12 months) - 2.5 annual leave days taken = 3

DATE: July 2011