**Policy No. 109: Annual Leave**

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| Policy Number: 109 | Effective Date: 12/01/85 |
| Polity Title: Annual Leave | Revised: 07/01/97, 03/15/05, 08/23/17 |
| Approval Date: 12/11/06 | President’s Signature: on file |

**STATEMENT:**

Eligible employees are granted annual leave with the amount of leave based on the level of position, responsibility, service and other factors. All annual leave accruals are pro-rated according to the full-time equivalency (FTE) of the individual position.

**PROVISIONS:**

**I. ELIGIBILITY AND ANNUAL ALLOWANCE**

Except as otherwise provided herein, eligible employees shall accumulate and receive annual leave with pay as follows:

A. Staff positions and administrative faculty that are 12 month (1 FTE) shall be eligible for annual leave, calculated at the rate of 2 days per month from the date of employment

B. Employees on a leave of absence without pay do not accrue annual leave for the time they are off the payroll.

C. Employees working .53 FTE or more on a regular and continuing basis shall accumulate annual leave on a pro-rata basis.