

	Florida Gulf Coast University Policy Manual	Policy: 3.030 <i>Approved: 05/17/2011</i>
	Title: Annual Leave	Responsible Executive: Vice President, Administrative Services and Finance Responsible Office: Human Resources

I. POLICY STATEMENT

Annual leave is a significant fringe benefit for Florida Gulf Coast University employees. This policy is intended to provide uniformity and accountability for proper leave accrual, use and reporting across all divisions.

II. REASON FOR POLICY

To establish a consistent application of leave accrual, usage and reporting by University employees.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to Out-of-Unit Faculty, Administrative & Professional (A&P) and Support Personnel (SP) employees. Annual leave is not accrued by employees appointed to positions of nine (9) months or less.

IV. DEFINITION OF TERMS

Full Time – an employee holding a 1.0 full-time equivalent (FTE) position of 10 months or more.

V. PROCEDURES

A. Accrual of Annual Leave

1. Annual leave for full-time employees (1.0 FTE) shall be accrued according to the below schedule with proportionate accrual for less than full time.
2. Support Personnel shall accrue leave according to the chart below. Consistent with that chart, a month's allocation of leave is awarded for each month, or portion thereof, an SP employee (non-OPS employee) is continuously employed or on authorized leave.

3.

	Hours Accrued During Bi-Weekly Pay Period	Year End Maximum	Maximum Payment
Faculty – 10 month or longer	6.77	352	352
A&P	6.77	352	352
Executive Service	9.20	480	480
Support Personnel			
0-6 months	4	240	0
7 to 60 months	4	240	240
61 to 120 months	5	240	240
Over 120 months	6	240	240

4. Annual leave accrued may be used during the pay period in which it is earned.
5. An employee may accrue annual leave in excess of the year end maximum during a calendar year; however employees with accrued annual leave in excess of the year end maximum as of December 31 shall have any excess converted to sick leave on an hour-for-hour basis effective January 1 of each year.
6. In addition to the above accrual schedule, each full-time Support Personnel employee accrues one personal day each fiscal year beginning July 1. It must be taken as a full day based on the number of hours in the employee's regular schedule. The personal day must be taken by the employee before the close of business on June 30 each year or it will be forfeited. Part-time employees are entitled to a pro-rated share of the personal day, based on their percentage of full time appointment.
7. A new employee may transfer to FGCU up to 80 hours of annual leave when transferring from a Florida state agency or another Florida state university upon verification of the accrual balance. Any remaining leave balance from the former employer is to be paid out by the agency/university from which the employee is leaving or forfeited by the employee.

B. Use of Annual Leave

1. Annual leave is typically used for the purpose of going on vacation; however it may also be used for personal business. There is no waiting period for the use of annual leave. An employee may use annual leave once it has been credited into his or her balance. Annual leave may be advanced with the approval of the University President or designee.
2. All requests for annual leave are to be submitted by the employee to their supervisor in writing as far in advance as possible with annual leave taken only after approval has been granted. Approval of the employee's requested leave dates and hours shall be at the discretion of the supervisor. Annual leave taken should be reported on the Faculty and A&P Application for Leave form or the Support Personnel time sheet. The Employee's supervisor shall forward the approved leave form or time sheet to the Payroll Office.
3. The use of annual leave in a pay week shall not cause the employee to exceed the 40-hour workweek. An employee who uses annual leave in an amount less than a full hour shall be charged with such leave to the closest quarter hour.

C. Departmental or Appointment Status Changes

Upon transferring from an annual leave accruing position at Florida Gulf Coast University to a non-annual leave accruing position at Florida Gulf Coast University, the employee shall be paid through the Special Pay Plan for unused annual leave not to exceed the maximum payout at the employee's base salary rate at the time of transfer in accordance with the Special Pay Plan Policy 3.015, if applicable. Any annual leave accrual over the maximum payout will be transferred to the employee's sick leave balance. An employee who transfers from one annual leave accruing position to another annual leave accruing position at Florida Gulf Coast University will retain their total annual leave balance.

D. Separation from Employment

1. An employee who separates from the University for any reason shall be paid through the Special Pay Plan for all unused annual leave not to exceed the maximum payout at the employee's base salary rate at time of termination in accordance with the Special Pay Plan Policy 3.015, if applicable. Any annual leave accrual over the maximum payout will be transferred to the employee's sick leave balance. There shall be no payment received for an unused personal day.

2. Upon entering the Deferred Retirement Optional Program (DROP), employees may elect to be paid all or a portion of the annual leave balance up to the year-end maximum in accordance with the FGCU Special Pay Plan Policy 3.015 if applicable. Employees will continue to accrue additional leave until separation from employment. Upon final termination, employees will be paid the difference between the number of hours paid upon entering DROP and the maximum number of hours allowed to be paid based upon their employment category

VI. RELATED INFORMATION

None

VII. HISTORY

New 05/17/2011

VIII. APPENDICES

None

APPROVED

*s/Wilson G. Bradshaw

May 17, 2011

President

Date

**NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*