

	Florida Gulf Coast University Policy Manual	Policy: 3.030
	Annual Leave	Responsible Executive: Vice President and General Counsel 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, Executive Service, 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 accrual schedule with proportionate accrual for less than full time.

	Hours Accrued During Bi-Weekly Pay Period	Year End Maximum	Maximum Payment
Faculty – 10-12 month appointment	6.77	352	352
A&P	6.77	352	352
Executive Service	9.20	480	480
Support Personnel			
0 to 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

2. Annual leave accrued may be used during the pay period in which it is earned.
3. 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.
4. 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.

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.
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's annual leave will be disbursed to the employee in their next regularly schedule pay. Any annual leave accrual over the maximum payout will be transferred to the employee's sick leave balance in accordance with Paragraph A. 5 of this Policy. An employee who transfers from one annual leave accruing position to another position which accrues annual leave at a lower rate, may receive a partial payout of annual leave. Such payout will be for the difference between the maximum of both positions at the rate of pay of the position in which the leave was accrued. That payout will be processed when the current position is vacated.


D. Separation from Employment

1. An employee who separates from the University for any reason shall receive, in their final pay, all unused annual leave not to exceed the maximum payout at the employee's base salary rate at time of termination. 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 maximum. 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. HISTORY

New 05/17/2011; Amended 12/02/14; 12/01/15

APPROVED



President

December 1, 2015
Date