

HOWARD UNIVERSITY POLICY

Policy Number: 500-008
Policy Title: ANNUAL LEAVE
Responsible Officer: Chief Human Resources Officer
Responsible Office: Office of Human Resources
Effective Date: May 22, 2012

I. Policy Statement

Howard University seeks to implement an improved annual leave program that provides employees with compensated time off throughout the year for personal renewal.

II. Rationale

The University recognizes the need to encourage each employee to plan and take annual leave on a regular basis, not save or lose it. Therefore, each employee earns leave according to years of service and will be encouraged to use it during each leave year. This policy allows easy tracking of the amount of annual leave available and straight-forward planning of the use of leave so that none is lost.

III. Entities Affected by This Policy

This policy applies to all full-time and part-time, non-faculty, regular employees. In addition, while it intends for this policy also to cover the unionized segment of its workforce, the University both acknowledges as well as intends to comply with all required labor laws prior to so doing.

IV. Definitions

- A. **Annual Leave** – compensated time off designated for vacations and/or other personal use.
- B. **Annual Leave Account** – the total annual leave hours at any one time that the employee has available for use during a given leave year. This may also be referred to as the vacation leave bank. Importantly, employees leave banks may include both previously earned leave as well as leave advanced but not yet earned by them.
- C. **Leave Year** – the fiscal year, which is currently defined as July 1 through June 30 of any given year.

V. Policy/Procedures

A. Leave Plan

As of June 30, 2012, employees in the 104, 160 and 208 yearly leave categories will be able to carryover their current maximum leave carryover amounts into the new 2013 fiscal year. As of July 1, 2012, the leave category of 104 will become extinct and all employees will be either in the 160 or 208 leave category going forward.

Beginning July 1, 2012, and on July 1 of each year thereafter, each employee’s annual leave account (vacation bank) will be increased by the applicable hours based on years of service. See the following chart:

Effective Date →	July 1, 2012	June 30, 2013	June 30, 2013
Years of Service ↓	Annual Leave Hours Added Each July 1	Max Carryover Hours Each June 30	Max Payout Hours on Separation
Less than 15	160	80	80
15 and greater	208	80	80

1. Employees with less than 15 years of service earn annual leave at the rate of 160 hours per year. Each July 1, employees in this leave category will have 160 hours of projected annual leave advanced to their leave account balance. Although the employees in this leave category will have their 160 hours of projected annual leave advanced to them each July 1st, they should keep in mind that they will earn the leave at a rate of six (6) hours per pay period.
2. Employees with 15 or more years of service earn 208 hours per year. Each July 1, employees in this leave category will have 208 hours of projected annual leave advanced to their leave account balance. Although the employees in this leave category will have their 208 hours of projected annual leave advanced to them each July 1st, they should keep in mind that they will earn the leave at a rate of eight (8) hours per pay period.
3. The amount of annual leave used each bi-weekly pay period must be reported and deducted from the employee’s annual leave account. The employee’s annual leave account records are maintained in PeopleSoft and Kronos.
4. Employees hired July 1, 2012, will be advanced 160 hours of annual leave at the onset of employment. Those hired after July 1, 2012, will be advanced annual leave on a pro-rated basis based on their pay period of hire.
5. Leave usage per pay period will be deducted from the employees’ leave bank as used.

6. Beginning June 30, 2013, and each June 30 thereafter, the maximum annual leave that may be carried over into the new fiscal year is 80 hours for all leave categories. The maximum 80 hour carryover is in addition to the annual leave to be advanced on July 1 for each employee category of 160 and 208 hours.
7. Leave amounts for part-time employees will be prorated by two-thirds (2/3) of the rates of the hours listed for full time employees.

B. Effective Dates

1. This annual leave policy goes into effect July 1, 2012.
2. On **June 30, 2012**, (see the chart in Section A above), employees can carry over a maximum of 104 hours for employees with less than three years service; 160 hours for employees with three but less than 15 years of service; and 208 hours for employees with 15 or more years of service.
3. On **July 1, 2012**, (see the chart in Section A above) employees with less than 15 years of service will have 160 hours advanced to their annual leave account and employees with 15 or more years of service will have 208 hours advanced to their annual leave account.
4. On **June 30, 2013**, and every subsequent June 30, any hours in the leave account balance above 80 hours for both leave categories in Number 3 above will be lost. Therefore, only 80 hours will be carried over into each new fiscal year.

C. Payment of Annual Leave Upon Separation from Employment

1. **During** the fiscal year 2013, employees who separate are limited to a maximum of 104, 160 and 208 hours of pay based on years of service. Importantly, employees who separate during fiscal year 2013 will not receive payment upon separation for any leave advanced as of July 1, 2013, which they have not earned upon separation.
2. **After** June 30, 2013, cash payment for unused annual leave upon separation from employment for any reason (i.e., terminations, resignations, and retirements) will be capped for payout at a maximum of 80 hours at the employee's rate of pay at the time of separation.
3. Before separation, in instances in which leave usage exceeds leave accrual, employees will be required to either pay back or to have deducted from any final paychecks or other separation payments, annual leave used beyond the total hours carried over into the new leave year plus hours accrued during the leave year up to the date of separation.

D. Exceptions and Hardships

The Chief Human Resources Officer (CHRO) is authorized to provide for unusual circumstances and events that affect annual leave accumulation and use. Employees and/or supervisors may bring such circumstances to the attention of the CHRO. Employee requests for deviations from the standard policy provisions must normally be for reasons beyond the employee's control.

E. Responsibilities

1. The CHRO is responsible for communicating and implementing this policy. This will include developing all procedures and forms; providing information and training as needed to supervisors and employees; monitoring the use of annual leave and the application of this policy; and making recommendations for this policy's further development. The CHRO is also responsible for accurate and auditable records related to annual leave use, and evaluating and ruling on requests for exceptions.
2. Scheduling and use of annual leave is the joint responsibility of the employee and his/her supervisor. Supervisors must organize the work of their departments such that during the course of the fiscal year employees are able to use the full amount of annual leave which they have earned
3. To ensure accountability, employee requests for scheduled use of annual leave should be requested two weeks in advance and in writing. Annual leave, however, may be requested and granted with less notice, as necessary, on an emergency basis for extenuating circumstances.
4. Supervisors are responsible for recording annual leave use into PeopleSoft and Kronos.

VI. Sanctions

All managers, supervisors and employees are expected to request, approve, report and use leave in accordance with the terms of this policy. Violations may result in appropriate disciplinary action.

VII. Hyperlink www.howard.edu/policy <http://www.hr.howard.edu/Policies.htm>