

Eligibility - Employees, except for 9-month Faculty, are eligible to earn annual leave hours on a biweekly basis.

Although appointed as Temporary employees, Phased Retirees and Graduate Assistants/Associates earn annual or personal leave for the terms during which they are appointed. No other Temporary employees appointed to established positions are eligible for annual or personal leave.

Accrual/Earning of Hours for 12-Month Faculty, Administration and Staff Employees - all eligible full-time employees appointed to established positions accrue or earn the following hours of annual leave according to their pay plan:

- Administration and 12 month Faculty: 6.769 hours biweekly
- Administration Executive Service: 9.195 hours biweekly
- Staff:
 - Up to 5 years of USF service: 4 hours biweekly
 - 5 to 10 years of USF service: 5 hours biweekly
 - Over 10 years of USF service: 6 hours biweekly

Leave accrued is credited at the end of the pay period or the last day an employee is on the payroll, due to separation prior to the end of the pay period. Leave accrued at the end of the pay period cannot be used prior to the first day of the following pay period.

Annual leave balances are rounded to two decimal places for Staff employees and three decimal places for 12 month Faculty, Administration, and Executive Services employees.

Prorating the Accrual of Annual Leave - The accrual of annual leave is prorated when the employee is appointed for less than 1.00 FTE, or appointed 1.00 FTE, but is paid for less than 80 hours for a full pay period.

To calculate leave proration, divide the number of hours in pay status for the pay period by the number of hours in a full pay period for full-time employment, then multiply this quotient by the normal leave accrual rate for full-time employment during a pay period.

Except in situations where an employee has sustained an on-the-job injury (workers' compensation) and is being paid less than the number of hours in a full pay period, the leave accrual must be prorated based on the number of hours in pay status. For leave accruals in a worker's compensation situation, contact the USF A&L Administrator.

Length of Service Annual Leave Accrual Rate Increase (Staff only)

Continuous and Creditable Service - Staff employees who have continuous service (in a regular, established position) with USF, are eligible to accrue annual leave at a higher rate.

The Automated Leave Tracking System (ALT) will automatically begin accruing at the higher rate at the end of the pay period when the employee meets the 5 year or 10 year increment.

Staff employees, who have continuous service (in a regular, established position) with USF, are eligible to accrue annual leave at a higher rate. Staff employees who have worked at USF, left the University and returned, are entitled to use their previous USF accrued time to determine eligibility at the higher rate, once that time has been verified. Previous service at another State university or State agency cannot be combined with USF service for a higher accrual leave accrual rate effective October 5, 2003.

Payment for Unused Annual Leave - an employee will be paid for unused accrued annual leave up to the allowable maximum upon transfer from an annual leave-accruing position to a non-annual leave-accruing position.

A faculty member will be paid for unused annual leave up to the allowable maximum upon transfer from an annual leave-accruing position to a non-annual leave-accruing position, unless he or she elects to retain accrued leave balances upon such transfer for up to a maximum of two years, after which the eligible unused leave will be paid. The rate of payment for this eligible unused leave will be at the rate of pay in effect at the time of leaving the leave-accruing position and will be paid by the department in which the faculty was employed before accepting the non-leave accruing position. The provision does not apply to a faculty member leaving an established position to accept a Temporary appointment.

Use of Annual Leave - normally, the use of annual leave is to provide periodic vacation; however, it may be used for any other reason to cover an employee's absence from work. An employee who uses leave in an amount which is less than a full hour is charged leave to the closest quarter hour, except when the leave being used is to coordinate with Workers' Compensation benefit payments, as specified in the Workers' Compensation procedure. The use of annual leave must be requested and approved in advance, except in an emergency situation. Consistent with management rights, upon reasonable notice, an employee shall be required to use any part of his or her accrued annual leave at any time deemed advisable by the immediate supervisor or unit head based on the effective functioning of the unit, the efficient use of available personnel, and budget. The supervisor has the authority to disapprove as well as approve the use of annual leave. Leave may not be used prior to being accrued and credited to the employee, except when approval is granted in accordance with the provisions in advancing annual leave.

Advancing Annual Leave

a. Under normal circumstances, the authorization to use annual leave prior to being accrued by and credited to an employee is prohibited. However, situations may arise which warrant that annual leave be authorized for use by an employee prior to being accrued after all accrued annual and compensatory leave has been exhausted. All accrued sick leave must also be exhausted if the request for advanced annual leave is for injury or illness. Situations that may warrant approval of advanced annual leave may include, but are not limited to:

- 1) Emergency Closing of all or a portion of the University;
- 2) **Other University Mandatory Closing**
 - 2008 Winter Break Guidelines
 - 2008 Winter Break Frequently Asked Questions
- 3) Work shortage; or
- 4) Illness or injury (employee and/or immediate family member).

b. Authority to approve the advancement of annual leave is delegated to the appropriate Vice President or designee. Due to the length of time required for the leave to be returned to a positive balance and to ensure continuity, the Vice President or designee may wish to discuss the circumstances of a request with the Director of the Office of Human Resources or designee before approving the request. Approvals for advancement of annual leave should be reported to the Director of Human Resources at the time of approval, but no later than December 1st of the current calendar year.

c. When reviewing requests to advance annual leave, the Vice President or designee should consider the:

- 1) History of leave balances of the employee;
- 2) Length of service;
- 3) Reason for request;
- 4) Disruption to the work unit (based on the reason for the request);
- 5) Length of time required for leave to be returned to a positive balance; and
- 6) Likelihood that the employee will return to work.

d. An employee may not be granted approval to use additional annual leave for any reason until a positive annual leave balance is attained. If the employee leaves the University before a positive balance is attained, the value of the remaining hours are deducted from the employee's last pay check.

e. Requesting the Advancement of Annual Leave

- 1) As far in advance as possible prior to the requested effective date, the employee submits a written request to his/her supervisor. The request should include the number of hours of advanced annual leave requested, the dates of the leave requested, an explanation for the request, and a statement (signed by the employee) indicating that he/she understands that he/she is obligated to repay all advanced leave hours, either by subsequent accrual of annual leave or, upon separation from the University, by cash payment.
- 2) The immediate supervisor makes a determination whether the absence from the workplace can be approved. If so, he/she determines if the request meets the criteria for approval and then recommends approval/disapproval of the request through appropriate channels to the Vice President or designee.
- 3) If college/division procedures permit, the request may be disapproved at any level below the Vice President or designee and returned to the employee with written justification for the denial.
- 4) The appropriate Vice President or designee has the final authority to approve/disapprove the request and must return the approved/disapproved request to the dean/director.
- 5) The dean/director or supervisor submits a copy of the approval to the Director of Human Resources if the approval has been granted.
- 6) A copy of the approved request is provided to the employee and a copy placed in his/her organizational unit's leave record file.
- 7) The use of the advance annual leave is manually tracked on a separate spreadsheet and maintained in the employee's leave file. The departmental attendance and leave coordinator will reduce the leave balance in ALT by entering a negative adjustment each time the annual leave is accrued until the employee has attained a positive balance.

Post Doctoral Fellows (Post Docs)

Postdoctoral fellows receive ten (10) days of paid time off (PTO) per calendar year. PTO may be used for vacation, sick or personal time off at the discretion of the employee with supervisor approval. PTO may be used in four (4) and eight (8) hour increments only. PTO is not carried over from year to year and therefore, any unused PTO at the end of the calendar year will be forfeited. Unused PTO time will not be paid out at the time of separation from employment.

Graduate Assistants/Associates

General Leave Policy - in accordance with Article 10 of the USF/GAU-UFF agreement, each employee shall be credited with five (5) days of paid leave per semester appointment. Such paid leave shall be used in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described below, would be charged with two (2) days of leave, regardless of FTE appointment, or number of work hours scheduled. The leave provided shall not be cumulative. Note: The maximum number of leave days credited to the employee for Summer Semester (A, B, and C terms combined) is five days.

An employee may use leave when:

- Disabled or otherwise unable to perform because of injury, illness, jury duty, required U.S. military service, or when unable to so perform because the employee's presence is required elsewhere because of injury, illness, or death in the immediate family. Immediate family shall consist of mother, father, spouse, sister, brother, child, a person in a legal dependent relationship with the employee, or other relative living in the employee's household. The employee shall notify the supervisor of the inability to serve as soon as possible.
- Taking examinations for professional licensing related to the degree or qualifying examinations as required by the University.
- Traveling to conferences or other events for professional development.

Phased Retirees - all Phased Retirees will be credited with 40 hours of sick leave at the beginning of each full-time semester appointment or a pro-rated number of hours based on the FTE if less than full-time. It is to be used on increments of not less than 4.0 hours when the participant is unable to perform assigned duties as a result of an illness or injury to the participant or the participant's immediate family. Any sick leave not used during the reemployment period carries forward to the following reemployment period. Any sick leave balance remaining at the end of the five-year PRP contract is forfeited.

Only Phased Retirees who were formerly appointed to a 12-month contract whose assignment during the period of reemployment is the same or similar to that during the 12-month appointment are to be credited with 40 hours of leave with pay at the beginning of each full-time semester appointment for personal reasons unrelated to disability. For less than full-time semester appointments, the retiree will be credited with a pro-rated amount. Such leave may be used in increments of not less than four hours. If the leave is not used during the reemployment period, it is forfeited and cannot be carried forward to the next reemployment period. Any annual leave balance remaining at the end of the five-year PRP contract is forfeited.

Maximum Accrual - Staff employees may accrue more than 240 hours of annual leave during a calendar year. However, at the close of business on December 31 of each year, the balance must be reduced to 240 hours or less. All hours in excess of 240 are converted to sick leave and credited to the post 10/1/73 sick leave balance.

All calendar-year Administration and Faculty may accrue more than 352 hours of annual leave during a calendar year. However, at the close of business on December 31 of each year, the balance must be reduced to 352 hours or less. All hours in excess of 352 are converted to sick leave and credited to the post 10/1/73 sick leave balance.

Executive Service may accrue more than 480 hours of annual leave during a calendar year. However, at the close of business on December 31 of each year, the balance must be reduced to 480 hours or less. All hours in excess of 480 are converted to sick leave and credited to the post 10/1/73 sick leave balance.