

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION No. – AR 5.3

TITLE: ANNUAL LEAVE USAGE

General Summary Statement of Administrative Regulation Purpose.

This regulation applies to all benefits eligible employees, including classified and non-classified status, who have accumulated annual leave hours. The regulation describes how and when an employee can use annual leave, as provided in the Community & Technical College Council/Higher Education Policy Commission Series 38, and Eastern policy BP-5.7, which also sets forth the leave accumulation rates. The College form covered by this regulation is *Application for Leave*. Usage provisions are required to insure equity among employees, as well as to justify the fiscal implications of paid employee absences upon the College for compliance and audit purposes.

EFFECTIVE DATE: JUNE 22, 2004

1. Benefits eligible employees accrue annual leave hours at rates proscribed in policies referenced herein. Although annual leave hours are accrued on a monthly basis, employees may not use accrued hours until the first of the month following the actual month accrued (For example, accrued hours in May cannot be used until June first or later.)
2. All eligible employees, as well as their immediate supervisor, shall receive monthly statements of their annual leave hours balances. Employees are responsible for reviewing these statements upon receipt and promptly notifying both their supervisor and the payroll office of any discrepancies.
3. To request usage of annual leave hours, an employee is required to obtain approval from their immediate supervisor prior to the scheduled absence. Concurrently, the employee is required to submit an *Application for Leave* form. The form requires specification of the total number of hours requested, as well as the date(s) covered. After completion and signature, the employee is required to deliver the form to their immediate supervisor for approval. After approval, which is documented by signature and date, the supervisor is responsible for forwarding the form to the payroll office. The payroll office is responsible for returning a signed copy of the application form to the employee.
4. The work requirements of the College shall take priority over the scheduling of annual leave or other leave for an employee. When operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee. If the request for annual leave is denied, the supervisor shall note, in writing, the reason for denial, in general terms, on the *Application for Leave* form prior to returning it to the requesting employee. (For example, work schedule requirements; staffing needs.)
5. Exceptions may be granted by an immediate supervisor to the requirement of prior request, approval, and *Application for Leave* form processing for good cause. (For example, a supervisor may approve usage of annual leave due to

weather conditions at the start of a work schedule.) This process is also known as “liberal leave.”

6. At the discretion of the employee and following approval process in step 4 above, annual leave may be requested in lieu of sick and emergency leave.
7. Written medical documentation shall not be required, except in extraordinary circumstances (for example, an employee’s fitness for duty issue).
8. Absences from work due to weather conditions must be charged against accumulated annual leave, unless an emergency has been declared by the President.
9. Annual leave usage and charges, for covered purposes, will be concurrent with Family and Medical Leave Act absences, as authorized in the law.
10. Annual leave provisions are contingent upon continued employment. When voluntary or involuntary termination occurs, all unused, accumulated annual leave hours will be paid in accord with the regular payroll processing schedules, following the last day of employment.

The Senior Administrator designated with human resources responsibilities is charged with implementation, interpretation, and review of this regulation.

DR. LINDA S. DUNN, PRESIDENT

DATE