

**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. 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; REVISED 2/11/2020

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.) For new or returning employees, annual leave will be prorated based on date of employment.
2. All eligible employees, as well as their immediate supervisor, can review their annual leave balances in their Kronos time card under Accruals. Employees are responsible for reviewing accrual leave balances 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 annual leave request through Kronos Request Manager specifying the total number of hours requested, as well as the date(s) covered. The supervisor is responsible for reviewing and approving the annual leave request. 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. (For example, work schedule requirements; staffing needs.)
4. Exceptions may be granted by an immediate supervisor to the requirement of prior annual leave request and approval and *Application for Leave* form processing for good cause. (For example, a supervisor may approve usage of annual leave due to

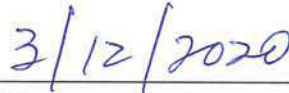
weather conditions at the start of a work schedule.) This process is also known as “liberal leave.”

5. 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.
6. Written medical documentation shall not be required, except in extraordinary circumstances (for example, an employee’s fitness for duty issue).
7. Absences from work due to weather conditions must be charged against accumulated annual leave, unless an emergency has been declared by the President.
8. Annual leave usage and charges, for covered purposes, will be concurrent with Family and Medical Leave Act absences, as authorized in the law.
9. 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 Executive Dean of Administrative Services is charged with implementation, interpretation, and review of this regulation.



Dr. Charles Terrell, President



Date