

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-6.004 Annual Leave.

(1) **Purpose.** Annual Leave offers employees the opportunity to take vacations, to enjoy time off for personal reasons, or to supplement other forms of leave.

(2) **Eligible Employees and Accrual Rate.** Annual Leave for non-OPS full-time Executive Service, Faculty, Administrative and Support employees (collectively referred to as “Budgeted Employees”) will accrue as follows, with proportionate accrual for less than full-time. Any employee appointed for 9 months or less of each year will not accrue Annual Leave.

A Support employee’s accrual of Annual Leave hours is based on the employee’s number of years of creditable service with the University and such service will be awarded as one month of service credit for each calendar month that the employee is either on the salaried (non-OPS) payroll of the University or on authorized unpaid leave.

HOURS ACCRUED DURING PAY CYCLE

	SEMI-MONTHLY	YEAR-END MAXIMUM	MAXIMUM PAYOUT
FACULTY	7.3125	352	352
ADMINISTRATIVE	7.3125	352	352
EXECUTIVE SERVICE	9.7500	480	480
SUPPORT (Months of service)			
0-6	4.3334	240	240
6-120	5.4167	240	240
Over 120	6.5000	240	240

(3) **Accrual Prior to Use.** An employee must accrue Annual Leave prior to its use. An employee must get their supervisor’s approval prior to using Annual Leave.

(4) **Conversion of Annual Leave to Sick Leave.** An employee may accrue Annual Leave in excess of the Year-End Maximum during a calendar year. However, if on December 31 of each year the employee has accrued Annual Leave in excess of the Year-End Maximum for the employee’s pay plan, the excess Annual Leave will be converted to Sick Leave on an hour-for-hour basis on the next day, January 1. An employee must receive approval from Human Resources by December 31 of each year to retain Annual Leave hours in excess of the Year-End Maximum.

(5) **Transfer of Annual Leave from Other Employers.** No Annual Leave, accrued in another entity, state university or state plan will transfer to the University.

(6) **Separation from Employment.** An employee who separates from employment will be paid for all unused Annual Leave hours up to the Year-End Maximum allowed (“maximum payout”) for the employee’s pay plan. If the employee is reemployed by the University in a budgeted position within 60 days of the employee’s date of separation or if a laid off employee is recalled by the University within one year of the date of the layoff, all of the employee’s unpaid Annual Leave will be restored to the Budgeted Employee. Also, any Annual Leave paid at the time of separation will be restored upon repayment to the University by the Budgeted Employee.

(7) **Employees in DROP.** Upon entering into the Deferred Retirement Optional Program (DROP), an employee may elect to be paid for up to the Year-End Maximum of the employee's unused Annual Leave.

(8) **Transfer to Non-Leave Accruing Position.** Upon transfer from an Annual Leave-accruing position to a non- Annual Leave-accruing position, the employee will be paid for unused Annual Leave hours up to the Year-End Maximum.

(9) **Death of Employee.** Upon the death of an employee, payment for all unused Annual Leave will be paid to the employee's estate, the employee's beneficiary or as provided by law. Where an employee is participating in DROP at the time of his or her death, certain restrictions may apply.

(10) Effective date, October 1, 2016 or when ERP Workday goes live, whichever date is later.

Authority: FBOG regulation 1.001(3)(j) and 1.001(5)

History: New: 8.28.13, Amended: 6.5.15, 9.14.16