

## VII - 7.00 - POLICY ON ANNUAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, April 25, 1991; Amended, February 14, 2014; Amended, June 27, 2014)

### I. Purpose and Applicability

This policy governs the accrual and use of Annual Leave and applies to all Regular Status Nonexempt and Exempt Staff employees of the University System of Maryland, except to the extent that the provisions of a collective bargaining agreement between an institution and one of its bargaining units provides otherwise.

### II. Earned Leave

A. Nonexempt Staff Employees – Regular full-time Nonexempt Staff employees will earn annual leave on a biweekly basis according to the following schedule.

1. Beginning with the Date of Employment through completion of the 1<sup>st</sup> year: 11 days
2. Beginning with the 2<sup>nd</sup> year through completion of the 4<sup>th</sup> year: 14 days
5. Beginning with the 5<sup>th</sup> year through completion of the 10<sup>th</sup> year: 15 days
6. Beginning with the 11<sup>th</sup> year through completion of the 20<sup>th</sup> year: 20 days
8. Beginning with the 21<sup>st</sup> year and thereafter: 25 days

B. Exempt Staff employees – Regular full-time Exempt Staff employees earn 22 days of annual leave per year, accumulated on a biweekly basis. Beginning with the 21<sup>st</sup> year of employment, annual leave shall be earned at the rate of 25 days per calendar year.

C. Regular Status part-time Nonexempt and Exempt Staff employees working 50% or more will earn Annual Leave on a pro-rated basis. Employees working less than 50% of full-time are not eligible to earn leave.

D. Leave can be used to the extent it is accrued and available.

### III. Leave Accumulation

A. Annual leave with pay shall be available only to the extent earned, provided that the dates of such leave have been approved in advance by the employee's supervisor.

- B. A maximum of 400 hours (50 work days) of annual leave may be carried into a new calendar year by all Regular full-

- E. Under extenuating circumstances, a supervisor may recommend the payment of denied annual leave to be lost at the end of a calendar year, even if the procedural requirements of this section are not fully met.

## VI. IMPACT OF CHANGES IN EMPLOYMENT STATUS

### A. FULL-TIME TO PART-TIME STATUS

1. An employee who experiences a status change from full-time to part-time status shall retain existing accrued annual leave balance at the time of the status change.
2. An employee shall retain all accrued Annual Leave upon a change to part-time status. At the discretion of the institution, such accrued leave may be either:
  - a. Used by the employee during the course of their employment in part-time status;
  - b. Paid to the employee at the time of conversion to part-time status; or
  - c. Held in abeyance until the employee either:
    - i. Separates from employment, at which time it will be paid to the employee; or
    - ii. Returns to full-time employment.
3. Subsequent leave accruals and maximum accumulations are based on proportion of full-time status and will be subject to the maximum accumulation provisions outlined in Section III of this policy.

### B. ELIGIBLE TO INELIGIBLE LEAVE ACCRUAL STATUS

An employee shall retain all accrued Annual Leave upon a change to status to a position in which the employee is not eligible to accrue leave. At the discretion of the institution, such accrued leave may be either:

1. Used by the employee during the course of their employment in a status for which they are otherwise ineligible to accrue leave;
2. Paid to the employee at the time of conversion to leave-ineligible status; or
3. Held in abeyance until the employee either:



3. RETURN TO USM SERVICE UPON Reinstatement:

An employee returning to USM service with an authorized status of reinstatement within three years of separation will earn annual leave at the same rate in effect at the time of separation from active service.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.