



Policy Title:	Annual Leave
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Policy Management Area(s):	Human Resources and Equal Opportunity

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POLICY:

It shall be the policy of Coastal Carolina University to grant annual leave to all eligible employees in a manner consistent with state law and regulations promulgated by the Department of Administration's Division of State Human Resources (DSHR). All procedures on annual leave will be subject to review and audit by DSHR to ensure compliance with applicable state and federal requirements.

Time-limited, research grant, and temporary grant employees may be eligible to accrue annual leave, if the specific position and associated funding permits the accrual of annual leave. Refer to FAST- 225 Annual and Sick Leave Guidelines for Other Funded Positions. Faculty members holding positions less than 12 months should consult the Faculty Manual.

PROCEDURE:

I. ADMINISTRATION

- A. Academic and administrative department heads are responsible for annual leave authorization and for ensuring that leave and attendance are recorded accurately.
- B. Coastal Carolina University's Office of Human Resources and Equal Opportunity (HREO) is responsible for leave policy interpretation and administration.
- C. Annual leave policy will be applied in an equitable manner to eligible employees.
- D. Annual leave abuse or violation of policy may lead to disciplinary actions in accordance with University Policy FAST-222, Discipline and Termination for Cause.
- E. The University maintains leave records for each employee covered under this policy. Leave records are subject to audit.
- F. The leave balance of each eligible employee is shown in Self-Service.

II. ANNUAL LEAVE ELIGIBILITY

- A. Annual leave shall be earned by and granted to:
 - 1. Full-time employees in FTE positions.
 - 2. Part-time employees in FTE positions who are:
 - a. Scheduled to work at least one-half the workweek on a 12-month basis.
 - b. Scheduled to work the equivalent of one-half the workweek of nine months or more.

III. ANNUAL LEAVE EARNINGS

- A. Crediting annual leave
 - 1. Employees who are in a pay status one-half or more of the working days of the month will be credited with leave earnings for the full month. Employees in pay status for less than one-half of the workdays of the month will not earn annual leave for that month.
 - 2. Employees will earn annual leave while on sick leave, annual leave, or other authorized leave with pay. Employees will not earn annual leave during periods of unpaid leave.
 - 3. Employees' annual leave earnings are computed based on the number of hours in the employee's workday.
 - 4. Employees' annual leave earnings are based on the employee's leave accrual date. The leave accrual date reflects:
 - a. All state service in an FTE position, including part-time FTE service, adjusted to reflect periods when there was a break-in-service.
 - b. All service as a certified employee in a permanent position of a school district of this state.
 - 5. Any exceptions to this policy must be approved by HREO and the president or designee.

C. Rate of earning

1. **Chart No. 1- 37.5 hours per workweek schedule**

<u>Years of service</u>	<u>Days per year</u>	<u>Hours per month</u>
1-10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.62
19	26.25	16.41
20	27.50	17.19
21	28.75	17.97
22 and over	30.00	18.75

2. **Chart No. 2 - 40 hours per workweek schedule**

<u>Years of service</u>	<u>Days per year</u>	<u>Hours per month</u>
1-10	15.00	10.00
11	16.25	10.83
12	17.50	11.67
13	18.75	12.50
14	20.00	13.33
15	21.25	14.17
16	22.50	15.00
17	23.75	15.83
18	25.00	16.67
19	26.25	17.50
20	27.50	18.33
21	28.75	19.17
22 and over	30.00	20.00

3. **Chart No. 3 – Law enforcement personnel working 12-hour shifts
(Average of 42 hours per workweek schedule):**

<u>Years of service</u>	<u>Days per year</u>	<u>Hours per month</u>
1-10	15.00	10.50
11	16.25	11.37
12	17.50	12.25
13	18.75	13.13
14	20.00	14.00
15	21.25	14.88

16	22.50	15.75
17	23.75	16.62
18	25.00	17.50
19	26.25	18.38
20	27.50	19.25
21	28.75	20.13
22 and over	30.00	21.00

4. Maximum accumulation or carry-over from one calendar year to the next

Full-time employees in eligible FTE positions	Up to 45 days.
Part-time employees in eligible FTE positions	Up to the pro rate equivalent of 45 days, based on their part-time schedule.

Carrying over the maximum accumulation totals will not impede an employee’s ability to accumulate additional annual leave as established in the annual rate of earning chart; however, the maximum carry-over total will not be altered for those with excess.

IV. USING AND SCHEDULING LEAVE

A. Maximum days used per year

1. The maximum number of accumulated days of annual leave that may be used in any one calendar year will not exceed 30 days for full-time FTE employees. For part-time employees, accumulated annual leave that may be used is the pro-rata portion of the 30 days maximum that is applicable to full-time FTE employees.
2. **Exception:** The 30 days maximum of annual leave may be exceeded under Family and Medical Leave Act (FMLA) qualifying reasons.

B. Scheduling leave

1. Approval by the department head or authorized supervisor is required for the specific periods the employee will be on annual leave and for the number of consecutive days in any one leave period.
2. To the degree possible, employee requests for specific periods of annual leave will be granted; however, consideration of workloads, work distribution, and similar factors may necessitate change. In such cases, requested leave may be denied in favor of a time more conducive to department activities.

C. Units of annual leave – An employee’s annual leave credit will be charged in quarter hour increments for the actual time an employee is away from the job.

D. Paid holiday during leave – When a holiday is observed by Coastal Carolina University while an employee is using annual leave, the day shall be considered a holiday, not a day of annual leave for the employee.

- E. Record corrections – Requests by employees for corrections to their leave records must be made through their supervisor in conjunction with payroll.

V. TRANSFER OF EMPLOYEE

A. Between state agencies

1. Upon transfer of an employee from one state agency to another, without a break in service of more than 15 calendar days, all accumulated annual leave will be transferred with the employee. In the new position, the employee will continue to earn, be credited with, and be eligible to use annual leave in accordance with other provisions of this policy.
2. **Exception:** When an employee transfers to a teaching position from a position in which he/she earned both annual and sick leave, the employee will be paid for accrued annual leave hours by the previous employing agency.

B. Organizational unit transfer/reassignment

1. When an employee is transferred from one organizational unit of the University to another without a break in service, accumulated annual leave will be transferred with the employee.
2. **Exception:** An employee transferring from an FTE position to a research grant, temporary grant, time-limited, or faculty position (less than 12 months) will be considered to have a break in service and will be paid for accumulated leave in accordance with this policy.

- C. Maximum carryover – When an employee with a maximum carryover in excess of 45 workdays transfers from a state agency to Coastal Carolina University, the employee shall retain the higher maximum carryover. Once the leave has been reduced to 45 days or less, the transferring employee will assimilate into the Coastal Carolina University maximum carry-over schedule.

- F. Separation from employment – Upon termination of employment with the University, both full-time and part-time FTE employees will be paid in a lump sum for their unused annual leave up to 45 days, less any outstanding liability to the University. Leave credit is calculated as of the last day of work or approved leave with pay. No additional leave may be earned for the period of time represented by the lump sum payment, and service credits are not given for that period.

1. Employees with more than 40 years of state service, please contact HREO.
2. For separation resulting in a transfer between state agencies, see section V.A.1. above.

G. Payment upon retirement or death

1. Upon retirement from the University, or upon the death of an employee while currently employed, a lump sum payment will be made for unused leave, not to exceed 45 days.
2. In the event of the death of an employee while currently employed, the estate of the deceased employee will be entitled to the lump sum payment.