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## Policy Information

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**Responsible Unit:**

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## Policy

### A. Eligibility

1. Subject to certain exclusions noted in this and following subsections, appointed personnel employed 20 hours or more per week for a continuous period of not less than six months are eligible for paid annual leave.
2. An employee may not earn paid annual leave during (a) a sabbatical leave, (b) an extended military leave, or (c) a leave of absence without pay.
3. Computation of earned paid annual leave is based upon working full-time, eight-hour days. Eligible employees on any other work schedule will be granted a prorated number of paid leave days not to exceed the allowance for a regular work schedule.

### B. Fiscal-Year Appointees

1. Full-time eligible employees on fiscal-year appointments are granted an annual paid leave allowance of 22 work days per year. Eligible employees employed less than full time receive an allowance prorated to the percentage of time paid.
2. Unused annual leave may be accumulated and carried forward from one year to the next to a maximum amount not to exceed one and one-half times the annual allowance. The number of paid annual leave days available to an employee at any given time will be the number of leave days carried forward from prior years plus the number of days earned during the current year. Excess annual leave hours are prorated based on the FTE and appointment (fiscal or academic) on the last day of the pay period which includes January 1. Excess annual leave

hours will be forfeited if not used by the last day of the pay period which includes January 1.

### **C. Academic-Year Appointees**

1. Faculty members employed on an academic year basis are not entitled to paid annual leave, nor shall they become entitled by virtue of summer session work or employment in special projects on a wage basis.
2. Eligible professional staff members and eligible administrators employed for something less than the full fiscal year will receive paid annual leave prorated to the period of their appointment. They are encouraged to use accumulated annual leave during semester breaks and nonclass periods. Annual leave may not be used during nonemployment periods.
3. Unused annual leave may be accumulated and carried forward from one calendar year to the next to a maximum amount not to exceed one and one-half times the annual allowance. The number of paid annual leave days available to an employee at any given time will be the number of leave days carried forward from prior years plus the number of days earned during the current year. Excess annual leave hours are prorated based on the FTE and appointment (fiscal or academic) on the last day of the pay period which includes January 1. Excess annual leave hours will be forfeited if not used by the last day of the pay period that includes January 1.

### **D. Appointments Terminated by Death or Other Causes**

1. In the event that an eligible employee dies, the employee's estate shall be paid for any accumulated annual leave days at the compensation rate in use at the time of death.
2. When employment terminates for any reason other than death, payments for accumulated annual leave days shall not exceed the amount earned for one year of service. The amount earned in one year of service is prorated based on the FTE and appointment length (fiscal or academic) on the employee's last day worked.

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**Source URL:** <http://policy.web.arizona.edu/employmenthuman-resources/annual-leave>

#### **Links**

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