

Annual Leave for Regular Exempt Personnel

I. Purpose

Frostburg State University's procedures in regard to annual leave for exempt employees shall be governed by and administered in accordance with Board of Regents (BOR) Policy VII 7.01- *Policy on Annual Leave for Regular Exempt Employees*.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

II. General Guidelines

a. Earned Leave:

1. Regular full-time exempt personnel earn 22 days of annual leave per year. Annual leave shall accumulate at the rate of 1.83 work days per month beginning with the first full month of employment. Beginning with the 21st year of USM and/or State of Maryland employment annual leave shall be earned at the rate of 25 days per calendar year. (Regular part-time exempt personnel working 50% or more will earn annual leave on a pro-rated basis.).
2. 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 Department head.

b. Leave Accumulation

1. A maximum of 55 work days of annual leave may be carried into a new calendar year.

c. Leave Advancement:

1. With the approval of the institution's **Director of Human Resources**, the employee may be advanced 5 days of annual leave, provided that no other leave, including personal leave or sick leave is available to the employee and is appropriate to the purpose of the leave. The **Director of Human Resources** shall make a determination to advance annual leave, based on the supervisor's demonstration that such an advance would not impair the work of the unit and that the employee has demonstrated a substantial need for such leave.

d. Payment for Denied Annual Leave:

1. When an employee has submitted one or more timely written requests to use annual leave during the calendar year and been denied in writing for administrative

reasons, a supervisor may recommend to the **Director of Human Resources** that the employee be paid for days of annual leave lost.

2. Payment is limited to unused annual leave that is in excess of the maximum accumulation and that would be lost by the employee at the end of the calendar year.

e. Leave Transfer

1. All unused accumulated annual leave transfers with the employee when an employee transfers to another institution in the USM, another department in the same institution or moves from one employment category to another.

f. Termination Payment

1. Employees who leave **Frostburg State University** are entitled to compensation for any unused annual leave that has been credited and available for use as of the date of separation.

g. Leave of Absence Without Pay

1. Employees on leave of absence without pay due to temporary disability resulting from mental or physical disability may elect to receive payment for all accumulated unused annual leave or retain all accumulated unused annual leave for a period not to exceed the first six months of the approved leave of absence without pay.
2. Retention of the accumulated unused annual leave must be requested in writing by the employee or the employee's designated representative. Upon completion of the first six months leave of absence without pay, payment of all such accumulated unused annual leave shall be made to the employee if the employee does not return to work.

Administration of the Policy

The Office of Human Resources (OHR) is designated as administrator of the policy and corresponding procedures and all questions should be referred to that office.

Reference(s)

*BOR Policy VII-7.01 Policy on Annual Leave for Regular Exempt Employees
FSU Employee Handbook*

*All policies are available on:
FSU Web Page
USM Web Page
FSU Employee Handbook*

March 2005

1/30/07