

FSU Procedure for Annual Leave for Regular Nonexempt and Exempt Staff Employees

I. Purpose

This procedure has been developed in accordance with USM VII-7.00 Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees.

II. General Guidelines

1. Annual Leave for exempt employees is governed by USM VII-7.00 Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees, and is subject to all the terms and conditions set forth therein with the following modification:

A maximum of 55 workdays of annual leave may be carried into a new calendar year by all full-time exempt employees. This maximum will be pro-rated for employees working 50 percent or more.

2. Full-time exempt employees earn 22 days of annual leave per calendar year that shall accumulate on a bi-weekly basis from the beginning 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. Part-time exempt employees working 50 percent or more shall earn annual leave on a pro-rated basis.

B. Annual Leave for Nonexempt Employees

1. Annual leave for nonexempt employees is governed by USM VII-7.00 Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees and is subject to all the terms and conditions set forth therein with the following modification: Annual leave for full-time nonexempt employees is earned on a prorated basis and can be used to the extent that it is accrued and available. Leave will be earned according to the following schedule. (Part-time employees in the bargaining unit working 50 percent or more will earn annual leave on a pro-rated basis.)
2. Beginning with the first month through the completion of the first year: 11 days
Beginning with the second year through the completion of the second year: 12 days
Beginning with the third year through the completion of the third year: 13 days
Beginning with the fourth year through the completion of the fourth year: 14 days
Beginning with the fifth year through the completion of the tenth year: 15 days
Beginning with the 11th year through the completion of the 20th year: 20 days
Beginning with the 21st year and thereafter: 25 days
3. A maximum of 50 workdays of annual leave may be carried into a new calendar year by all full-time nonexempt employees. This maximum will be pro-rated for employees working 50 percent or more.

III. Other

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

IV. Reference(s)

USM VII-7.00 Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees