

ANNUAL LEAVE

I. Purpose

The purpose of this policy is to establish procedures for the accrual and use of annual leave, also called vacation leave, for all eligible employees of any campus, division, or unit of the University of Arkansas System.

II. Annual Leave Accrual

A. General Rule. Except as provided in Section II(C) of this policy, eligible employees will receive monthly annual leave accruals as follows:

1. Eligible, exempt employees hired or moved into their position before January 1, 2025, shall accrue annual leave at the current rate of 15 hours per month.
2. Eligible, non-exempt employees on January 1, 2025, shall be credited with their eligible time of service and thereafter accrue annual leave as provided in the Accrual Schedule found in Section II(B) of this policy.
3. Eligible employees hired or moved into an eligible position on or after January 1, 2025, will accrue annual leave as provided in the Accrual Schedule found in Section II(B) of this policy.

For all eligible employees, annual leave is accrued at the end of each month and is cumulative.

B. Accrual Schedule for Each Year of Eligible Employment

<u>Years of Eligible Employment</u>	<u>Monthly Accrual</u>
Through the first year	10 hours per month
Through the second and third years	12 hours per month
Through the fourth and fifth years	14 hours per month
Upon completion of the fifth year	15 hours per month

C. Exceptions to General Rule.

1. Employees holding positions for which annual leave accrual is addressed in special appropriation language will accrue leave on the basis and at the rate provided in the special appropriation language.
2. Employees who are employed pursuant to employment contracts or appointment letters that exclude annual leave as a benefit are not eligible for

annual leave. However, any such contract or appointment letter excluding annual leave must be either approved by the President or executed pursuant to

postponed for the convenience of the University. Any such exception must be approved by the President.

VI. Other Limitations

Annual leave may not be accumulated while an employee is on leave without pay or on catastrophic leave.

VII. Annual Leave for Graduate Study

Annual leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued leave with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual.

The President may approve a modified application of the regulation where circumstances warrant, not to exceed the earned annual leave for two years.

VIII. Payment of Accrued Leave Compensation at Separation of Employment

A. General Rule. Upon termination of employment in which a person ceases to be an active from accrued annual leave and holiday leave, shall be included in the final pay to the employee or distributed to estate upon verification as follows:

1. Newly benefits eligible employees on and after January 1, 2025, shall receive terminal annual and holiday leave pay according to the payment structure set out in Section VIII(B).
 2. Existing benefits eligible employees as of December 31, 2024, shall continue in the current terminal annual and holiday leave payment structure through December 31, 2029, after which they will be paid according to the payment structure set out in Section VIII(B).
- B. Payment Structure. Payment of eligible accrued annual and holiday leave combined shall not exceed 30 working days and is subject to the maximum payment amounts set out below.

Years of Employment Maximum
Through the first year of employment
Through the second year Amount

Maximum Payment Amount
To 30 days not to exceed \$7,500