

West Virginia Northern Community College

ANNUAL LEAVE

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: HEPC Title 133 Procedural Rule Series 38

Replaces previous policy dated: WVNCC Policy No. 4.2.15.1 effective May 1, 2000

Rule: College full-time regular classified and non-classified employees, and 12-month contract faculty, are eligible to accrue and are able to use annual leave in accordance with the rules for employees of the State College System of West Virginia.

Employees must be in an active payroll status for the majority of the month in order to accrue annual leave. Annual leave is accrued from the date of employment at the following rates:

For full-time regular classified employees:

Less than 5 years service:	1.25 days per month
5 but less than 10 years service:	1.50 days per month
10 but less than 15 years service:	1.75 days per month
15 or more years service:	2.00 days per month

For full-time non-classified employees and faculty with twelve-month appointments, accrual rate is 2.00 days per month from the date of employment.

Annual leave is prorated according to the employee's full time equivalency (FTE).

Use of annual leave requires prior approval of the employee's immediate supervisor. Annual leave is to be scheduled consistent with the operational needs of the work unit, which take priority over the scheduling of employee leave. Supervisors may establish work unit guidelines for arranging and approving vacation schedules or requests, as well as methods to determine conflicting requests (such as, years of service or random selection method). An employee may request usage of annual leave for illness.

An employee may not use annual leave before it has been earned.

With the approval of the President, up to 15 days of annual leave may be transferred from other agencies of State government or State institutions of higher education within one year from the last day of employment at the previous agency.

Annual leave for continuing employees may be accumulated to no more than twice the amount earned in any twelve-month period. Any amounts which exceed this accumulated amount will be forfeited.

An employee is entitled to accrued and unused annual leave payment at termination of service, but in no case may this exceed the Series 38 limits stated above. The payment will either be made to the employee in a lump sum amount or the employee will continue on payroll until the annual leave is exhausted, as determined by the employee.

Upon retirement, employees may, if they qualify, elect to have any unused annual leave applied as a credit toward continued group health insurance premiums, as provided by current West Virginia law and PEIA plan guidelines. In the event of an employee's death, the value of accumulated annual leave will be paid to the employee's estate.