



HR Policy & Practice Recommendations  
Pertaining to Creditable Service

**Objective:** Recognize prior university service immediately upon re-hire.

Policy: PER 1.06  
Title: Continuous/Creditable Service  
Adopted: May 1, 1992  
Revised: [Upon Approval]

I. CONTINUOUS SERVICE

- A. Continuous service is employment without a break in service and includes all authorized leaves of absence with or without pay. Dismissal or voluntary resignation shall constitute a break in continuous service.
- B. Any employee who has attained regular status in any classification and who is separated due to a reduction-in-force shall be considered to have continuous service during the period of separation if reemployed within 12 months from the effective date of separation.
- C. Any employee who voluntarily resigns from employment in good standing and is subsequently reemployed shall, ~~after two years of continuous reemployment,~~ be entitled to use previous continuous service in determining benefits eligibility for higher annual leave credits in accordance with [Section PER-4.04, Annual Leave](#), except that previously earned, unused sick leave shall not be reinstated.
- D. When an employee is transferred, demoted, or promoted from one unit to another, there shall be no break in continuous service.

II. CREDITABLE SERVICE

- A. Creditable service (any/all employment periods which may be used toward entering the next higher rate of annual leave) accrues in each pay period. An employee accrues creditable service for each pay period in which the employee is in pay status for 50 percent or more of the pay period. (Employees working at least 40 percent FTE on July 1, 1990, will continue to accrue annual leave on a proportional basis as long as they remain on at least a 40 percent FTE.)
- B. Creditable service shall apply only to annual leave provisions of [PER-4.04, Annual Leave, and employee recognition programs based on creditable service at PER 6.02, Employee Recognition Program](#).

HR Policy & Practice Recommendations  
Pertaining to Annual Leave

Objectives:

1. Permit provisional employees to use vacation leave, subject to supervisory approval. (See Paragraph H.)
2. Correct leave accrual calculation in PeopleSoft to accrue leave based on "percent of time in pay status" instead of "percent of hours worked." This will bring practice in line with current policy. This is an administrative change to HR practice and does not require a policy change.
3. Update policy to reflect July 1, 2010 change in PeopleSoft maximum leave accrual during current fiscal year. (See Paragraph F.)

Policy: PER 4.04  
Title: Annual Leave  
Adopted: May 1, 1992  
Revised: [Upon Approval]

I. POLICY AND/OR OBJECTIVE

- A. Classified full-time employees accrue 10 annual leave days during the first year of employment and 1 additional day per year thereafter -- to a maximum of 22 days.
- B. Professional/administrative full-time employees accrue 15 annual leave days during the first year of employment and one additional day per year thereafter -- to a maximum of 22 days.
- C. Annual leave accrues proportionally for employees employed on any other fixed part-time basis of at least 50 percent of the normal working hours of the unit in which he or she is employed. Employees working at least 40 percent on May 1, 1992, will continue to accrue annual leave on a proportional basis as long as they remain on at least a 40 percent FTE.
- D. Employees will accrue annual leave based on the percentage of time in pay status for each pay period.
- E. Annual leave accrues on a pay-period basis and shall be credited to the employee's leave balance on the first day of the following pay period or, in the case of separation, on the last day of active employment.
- F. Annual leave may be accumulated up to twice- three times the amount which the employee is currently eligible to accrue during a 12-month period; provided, however, that the maximum leave balance shall be two times the amount which the employee is currently eligible to accrue upon (1) carry forward from June 30 to July 1 each year, (2) transfer from one department to another department (unless the hiring department accepts the transfer of additional leave, and (3) payment upon separation from employment. [This language implements a change previously approved effective July 1, 2010.]

- G. Upon separation, annual leave will not accrue following the last day worked.
- H. Annual leave may be authorized at times convenient to the efficient operation of the department as determined by the department head. ~~\_, but shall not be authorized for use during the provisional employment period~~
- I. Annual leave shall not be authorized for use prior to the time it is earned and credited to the employee.
- J. All annual leave must be used prior to beginning a leave of absence without pay.
- K. Whenever an employee moves from one unit to another without a break in continuous service, unused annual leave shall be transferred to the new unit for future use. subject to the transfer provisions of Paragraph F.
- L. Personnel with at least six months of continuous and creditable service who separate from employment for any reason shall be paid for unused annual leave in the earliest pay period possible after separation at the employee's current pay rate. subject to the limitations of Paragraph F.

## II. PROCEDURE

Regular (classified and professional and administrative) staff members must submit a request to use annual leave on a [Request for Leave Form](#). The request should indicate the times and dates when the leave begins and the return from leave. The request must be submitted in advance of the leave time requested and approved by the supervisor and/or unit head.

HR Policy & Practice Recommendations  
Pertaining to Leave Payout Practices on Separation

**Objective:**

Eliminate practice to exhaust leave for separations and terminations to conform to Board approved policies.

**Policy:** PER 4.14  
**Title:** Separations  
**Adopted:** April 22, 1993  
**Revised:** January 1, 2010

**I. POLICY AND/OR OBJECTIVE**

**A. Resignations**

A regular status employee should resign by writing the appropriate department head at least one full pay period (minimum of two weeks for classified staff, minimum of one month for professional/administrative staff) before the effective resignation date. A resignation shall constitute a break in service. An employee who submits a written resignation shall not have the right to appeal.

**B. Abandonment of Position**

An employee who is absent without authorized leave for three consecutive workdays may be deemed to have abandoned the position and to have resigned and shall not have the right of appeal. However, the employee shall have the right to petition the Provost/vice president/dean for a review of the facts in the case and obtain a ruling as to whether the circumstances constitute abandonment of position. Those who report directly to a dean may petition the Provost for a review of the facts in their case. Those who report directly to the Provost/vice president may petition the President. Any employee separated under conditions of abandonment of position shall be notified of the termination in writing by certified mail -- return receipt requested. Such notice shall include a statement as to the employee's right to petition for a review of the facts. It shall state that such petition must be made within seven calendar days from receipt of notice. The decision of the Provost/vice president/dean shall be final. For those who report directly to a dean, the decision of the Provost shall be final. For those who report directly to the Provost/vice president, the decision of the President shall be final.

**C. Separation During Provisional Employment Period**

An employee who is voluntarily terminated or who is involuntarily terminated during his or her provisional employment period shall not have the right of appeal. However, any employee who feels termination during provisional employment status was the result of unlawful discrimination shall have the right to appeal in accordance with provisions of ~~Sections PER-5.03, Grievances, and~~ PER 5.04, Appeals.

**D. Dismissal of Regular Status Employees**

A regular status employee may be dismissed only for cause and normally, though not necessarily, only after at least one written warning pointing out areas of deficiency and establishing a reasonable time limit for improvement. Any dismissal of a regular status employee must be reviewed by the Staff Development and Employee Relations Office, Human Resources Department before any action is taken. A pre-termination meeting will

be conducted in the Human Resources Department with a representative of the Staff Development and Employee Relations Office present.

A classified employee in regular status will normally be given at least two weeks' written notice prior to dismissal. In unusual cases, services may be terminated immediately and without notice. In such cases, payment shall be made for two weeks in lieu of notice except when the discharge is for willful or flagrant violation of university rules. Employees terminated during a provisional employment period are not eligible for pay in lieu of notice.

Any professional/administrative employee will normally be given at least one month's written notice prior to dismissal. In unusual cases, services may be terminated immediately and without prior notice. In such cases, employees shall receive payment for one month in lieu of notice. When the discharge is for willful or flagrant violation of university rules or for other willful misconduct, there will be no such payment.

Classified and professional/administrative employees shall have the right to appeal dismissal ~~by following procedures outlined under Sections PER 5.03, Grievances, and in accordance with the provisions of PER~~ 5.04, Appeals.

#### E. **Pay Upon Resignation/Termination**

~~Classified, professional/administrative staff, and administrators' accumulated annual leave and/or earned compensatory time will be added to the separation date. Payment for accumulated leave time will normally be processed as a part of the regular payroll procedure. The university's retirement plan and other group benefits will be continued through the employee's last day of pay. Employees will not be eligible for holiday pay during the period that terminal leave is paid. In those cases where an employee requests inclusion of his terminal pay with his last pay check, Upon resignation or termination, the employee's employment status will be terminated on the last day of work and benefits will be terminated immediately. Employees who are eligible to accrue annual leave or who have earned compensatory time will be paid in a lump sum for such leave on their last regular paycheck or the next available paycheck, as provided in PER 4.04, Annual Leave.~~

#### F. **Pay Upon Reduction in Force.**

Upon a reduction in force, the employee's employment status will be terminated on the last day of work, but the employee may elect to remain in pay status for a period equivalent in duration to accrued, unused annual leave or earned compensatory time. Health and retirement benefits will continue while paid leave is exhausted; all other benefits will terminate effective on the last day of work.

Upon exhausting paid leave, RIF status employees will be placed on leave without pay for the balance of 12 months following the separation date, as provided at PER 4.16, Reductions in Force, to permit continuing in the health plan, as provided at PER 4.13, Leaves of Absence Without Pay, provided the employee shall be responsible for the full premium of such participation and the university's contribution toward the health plan shall cease.

#### G. **Pay Upon Retirement.**

Upon a qualifying retirement, the employee's employment status will be terminated on the last day of work, but the employee may elect to remain in pay status for a period

equivalent in duration to accrued, unused annual leave or earned compensatory time and up to 30 days of sick leave, as provided in PER 4.04, Annual Leave, and PER 4.05, Sick Leave. Health and retirement benefits will continue while leave is exhausted; all other benefits will terminate effective on the last day of work.

#### H. Pay Upon Death

1. Classified and professional/administrative Staff

In the event of an employee's death, payment for annual leave accrued up to the time of death shall be delivered to the employee's beneficiary or estate or as provided by law. It will be at the rate of pay at the time of death and by the department in which the deceased was last employed. Payment for up to 30 days of unused sick leave shall be made upon death to the beneficiary or estate or as otherwise provided by law.

2. Administrators and Faculty

The university will pay the salary of a deceased faculty member or administrator for an additional month after the month in which death occurs. This means that there will be a minimum of one month and a maximum of two months' salary being paid by the university after the death of a faculty member.

3. Health insurance for family members who die while on active service (if in effect on the date of death) will be continued for not less than 30 days following the date of death, to afford unnecessary disruption in health insurance for surviving family members and to allow sufficient time to convert to COBRA coverage (if elected).

I. The appropriate unit head should submit a note to the [Payroll](#) unit indicating the death of a faculty member.