

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.1

FOR POLICY NUMBER: BP-7410

ANNUAL LEAVE

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for earned annual leave for full-time Classified Staff, Professional/Managerial Staff, and Administrative Staff.

2. DEFINITIONS

2.1 Annual Leave – accrued and paid leave that allows staff employees to use as the need or desire arises.

3. POLICY

3.1 Classified Staff

3.1.1 Each full-time (12-month) classified staff member shall earn annual leave beginning the first full month of employment for each month of consecutive full-time service to the College as follows:

Months of Service	Earned Annual Leave Rate
0-36 months	10 hours per month
37-60 months	12 hours per month
61 months and up	14 hours per month

3.1.2 The cumulative amount of annual leave shall not exceed 280 hours; any amount over 280 hours shall be forfeited. Upon termination of employment, the College shall pay the staff member their earned but unused annual leave on the next regular payday.

3.2 Professional/Managerial Staff

3.2.1 Each full-time (12-month) Professional/Managerial staff member shall earn annual leave beginning the first full month of employment for each month of consecutive full-time service to the College as follows:

Months of Service	Earned Annual Leave Rate
0-36 months	10 hours per month
37-60 months	12 hours per month

61 months and up

14 hours per month

3.2.2 The cumulative amount of annual leave shall not exceed 300 hours; any amount over 300 hours shall be forfeited. Upon termination of employment, the College shall pay the staff member their earned but unused annual leave on the next regular payday.

3.3 Administrative Staff

3.3.1 Each full-time (12-month) Administrative staff member shall earn annual leave beginning the first full month of employment for each month of consecutive full-time service to the College as follows:

Months of Service	Earned Annual Leave Rate
0-36 months	10 hours per month
37-60 months	12 hours per month
61 months and up	14 hours per month

3.3.2 The cumulative amount of annual leave shall not exceed 320 hours; any amount over 320 hours shall be forfeited. Upon termination of employment, the College shall pay the staff member their earned but unused annual leave on the next regular payday.

3.3.3 Requests for annual leave shall be pre-approved by the staff member’s immediate supervisor.

4. APPLICABILITY

N/A

ISSUE DATE: 07/21/2021

EFFECTIVE DATE: 07/21/2021

REVISION DATE(S): 12/18/2018; 07/21/2021

PRIOR POLICY/PROCEDURE NUMBER: 4158; BP-7413; BP-7415; BP-7417

SCHEDULE FOR REVIEW: 2026

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/REFERENCES: AP-7410.0; AP-7410.2; AP-7410.3; AP-7410.4; AP-7410.5; AP-7410.6; AP-7410.7; AP-7410.8; AP-7410.9

PROCEDURE KEY WORDS: Classified Staff Annual Leave; Professional/Managerial Staff Annual Leave; Administrative Staff Annual Leave