



### Annual Time Off

Annual time off is earned and accrued when the employee is in pay status and is credited to the employee on the last day of the pay period.

#### Exempt USPS, A&P Exempt, A&P Non-Exempt (Overtime Eligible) and 12-month Faculty Employees

- All full-time, USPS Exempt, 12-month Faculty, A&P Exempt, and A&P Non-Exempt (Overtime Eligible) employees earn 6.77 hours of Annual Time Off per biweekly pay period.

#### 9-Month Faculty Employees

- 9-month Faculty employees do not earn annual time off.

#### USPS Non-Exempt Employees (full-time) who have:

- Up to 5 years of service earn 4 hours of annual time off per biweekly pay period.
- 5 to 10 years of service earn 5 hours of annual time off per biweekly pay period.
- Over 10 years of service earn 6 hours of annual time off per biweekly pay period.

#### Executive Service Employees

- All full-time, 12-month executive service employees earn 9.20 hours of annual time off per biweekly pay period.

Employees who are in pay status for less than a full pay period due to initial employment or separation during a pay period, leave of absence without pay or educational leave with pay, shall earn annual time off for the number of hours in pay status (hours worked plus leave with pay hours) during that pay period in direct proportion to the annual time off earned for hours worked in a full pay period.

The following calculation shall be used to determine the amount of accrual:

1. Divide the number of hours in pay status by the number of hours in the full pay period, and
2. Multiply the quotient of (1.) above by the accrual rate for the full pay period, rounding the product to two decimal places.

For example, if an employee who earns 5 hours of annual time off actually worked 25 hours and used 4 hours of time off and 4 hours of sick time off, calculate the accrual rate for the pay period as follows:

$$\frac{33}{80} \times 5 = 2.06 \text{ hours}$$

Part-time employees accrue annual time off in proportion to their actual time worked

and/or in pay status per biweekly pay period.

Employees may accrue annual time off in excess of their year-end maximum, 240 hours for USPS Non-Exempt employees; and 352 hours for USPS Exempt, A&P Exempt, A&P Non-Exempt (Overtime Eligible), and 12-month Faculty employees, and 480 hours for Executive Service during the year. However, at the end of the calendar year (December 31), all annual time off in excess of the year-end maximums will be converted to sick time off and added to the employees' sick time off balance. The conversion will take place after the pay period in which January 1 occurs. **There will be no retroactive adjustments.**

### **Use of Annual Time Off**

Annual time off may be used to provide periodic vacations for the employee; however, accrued annual time off may be used for any other purpose when authorized by the employee's supervisor. Annual time off may not be used prior to the time it is earned and may only be used with prior approval of the employee's supervisor.

In instances where annual time off is requested and approved, its use must be appropriately documented in Workday.

An employee may only use the amount of annual time off that is necessary to bring the employee's hours up to 40 hours for the workweek.

### **Payment of Annual Time Off Upon Separation**

After 12 months of satisfactory, continuous and creditable service, Non-Exempt USPS employees who separate from the university are eligible for payment for a maximum of 240 hours of unused annual time off, at the employees' base rate of pay that is in effect at the time of separation.

Exempt USPS, A&P Exempt, A&P Non-Exempt (Overtime Eligible), and 12-month Faculty employees who separate from the university are eligible for payment for a maximum of 352 hours of unused annual time off, at the employees' base rate of pay that is in effect at the time of separation.

Executive Service employees who separate from the university are eligible for payment for a maximum of 480 hours of unused annual time off at the employees' base rate of pay that is in effect at the time of separation.