



**POLICY RESOURCES**

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Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Benefits – Annual Leave</b>
Number:	<b>18</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	

Annual leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use annual leave as described in this policy:

- Full-Time
- Part-Time A

See MURC HR policy and procedure 3, Employment Categories, for an explanation of these employment categories.

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

**ANNUAL LEAVE EARNING SCHEDULE**

<b>Years of Eligible Service</b>	<b>Annual Leave Earned Monthly</b>	<b>Annual Leave Earned Per Year</b>
Upon initial eligibility	1.25 days	15 days
After five years	1.50 days	18 days
After 10 years	1.75 days	21 days
After 15 years	2.00 days	24 days

“Days” as represented in the chart above refers to a normal average work day according to the percentage time at which the employee is appointed.

Designated management employees shall be eligible for 24 days annual leave per year, calculated at the rate of 2.00 days per month from the date of employment.

The length of eligible service is calculated on the bases of a “benefit year.” This is the 12-month period that begins when the employee starts to earn annual leave. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn annual leave according to the schedule. They can request use of annual leave after the month in which it is earned.

Annual leave can be used in minimum increments of one-half hour. To take annual leave, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Annual leave is paid at the employee's base pay rate at the time of taking annual leave. It does not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In the event that available annual leave is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused annual leave reaches a "cap" equal to two times the amount of annual leave earned in one year, further annual leave accrual will stop. When the employee uses annual leave and brings the available amount below the cap, annual leave accrual will begin again.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work.

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