

## Leave Guidelines

**Summary/Purpose:** The guidelines regarding who is responsible for informing workers about leave information is given. How leave time is accrued for new employees and those who have been rehired is also given along with how leave balances are accrued.

It shall be the responsibility of the department head to inform those working under them of policies on Personal (vacation) and Major Medical (sick) Leave, to submit proper leave records to SAP, and to administer the policies in accordance with the provisions stated below. An employee who has been terminated and later is reemployed by the University will begin a new period of employment for leave purposes. Employees who begin work from the first to and including the 15th of the month will receive credit for a full month; those who begin work on the 16th or later earn credit beginning on the first of the next month. Employees are not allowed to carry a deficit balance for Personal (vacation) Leave or Major Medical (sick) Leave. Leave accruals will not be added to employees' balances until the last working day of the month. This time will be available for use beginning the first day of the next month. Employees terminating from the University must work through the last working day of the month in order to accrue leave.