

Administrative Faculty Annual Leave Effective January 1, 2007

The following leave policy pertains to anyone hired or transferred from another state agency on or after January 1st, 2007. Anyone employed by the VCCS prior to that may be enrolled in the former administrative faculty annual leave policy.

Presidents, administrative/professional faculty, and twelve-month teaching faculty hired or transferred from another state agency on or after January 1st, 2007 will receive leave in accordance with the following chart:

	Up Front, Upon Hire	Accrual Per Pay Period Worked	Maximum Accrual Per Year	Maximum Carry Forward Limit	Maximum Payment Limit
Presidents	120 Hours (15 days)	10 hours	240 hours (30 days)	240 hours (30 days)	240 hours (30 days)
Executives, Senior Administrators	96 hours (12 days)	8 hours	192 hours (24 days)	192 hours (24 days)	192 hours (24 days)
Administrators, 12-month teaching faculty	84 hours (10.5 days)	7 hours	168 hours (21 days)	168 hours (21 days)	168 hours (21 days)

For this policy, Administrative/professional faculty positions are categorized as follows:

- Executives: Executive Vice President, Vice President, Provost, Executive Vice Chancellor, Vice Chancellor, faculty rank members of the Chancellor's Cabinet, and Associate Vice Chancellors with State Board Responsibility.
- Senior Administrators: Assistant Vice President, Associate Vice President, Assistant Vice Chancellor, Dean, Campus Dean, Director.
- Administrators: Assistant Director, Associate Director, Coordinator, Assistant Coordinator, Administrative Officer, Counselor, Librarian, twelve-month teaching faculty.
- Administrators: Assistant Director, Associate Director, Coordinator, Assistant coordinator, Administrative Officer, Counselor, Librarian, 12-month teaching faculty

"Up-front" leave will be granted on the effective date of employment.

- Leave accruals continue to increase per pay period, however, the total accrual is reduced to the maximum annual accrual each January 10th.
- Upon termination, the compensation of unused annual leave shall be the current annual leave balance which may not exceed the person's maximum payment limit. The payment rate will be calculated by converting the annual salary to an hourly rate. Grant funded positions will be compensated for unused annual leave only if grant funds are available for this purpose.
- Administrative/professional faculty hired before January 1, 2007 were given a one time option of electing to participate in the plan. The decision to enter the plan is final and may not be reversed. An administrative/professional faculty member hired before January 1, 2007 who accepts a higher level position in the System may retain the accrual and payout limits in 3.9.3.1.a. above or opt into the new system in 3.9.3.2 at the time of the promotion.