

Former Annual Leave Program – Administrative Faculty

Twelve-month faculty who are employed in the VCCS prior to January 1, 2007 shall accrue annual leave at the following rate based on years of service

<u>Years of Service</u>	<u>Semi-monthly Accrual Rate</u>	<u>Maximum Carryover Limits</u>	<u>Maximum Payment Limits</u>
Up to 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5 years	5 hours	240 hours (30 days)	240 hours (30 days)
10 years	6 hours	288 hours (36 days)	288 hours (36 days)
15 years	7 hours	336 hours (42 days)	288 hours (36 days)
20 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years	9 hours	432 hours (54 days)	336 hours (42 days)

Presidents, Executive Vice Presidents, Vice Presidents, Provosts, and faculty- rank members of the Chancellor's Cabinet shall be given 160 hours (20 days) of annual leave on January 10. When they have 15 years of service, the amount of annual leave given will be as indicated in a. above. For executive-level employees who start employment any time other than January, the amount of annual leave given will be prorated on a per pay-period basis. Termination dates before December will result in a proration of leave eligible for payment. The maximum carryover amounts and the maximum payment limits in a. shall apply.

All annual leave in excess of the maximum allowed shall be carried over beyond January 1 of each year. However, the excess leave must be used by July 9th of the same calendar year. The remaining excess hours will be converted to sick leave on an hour for-hour basis as of July 10, except for participants in the Virginia Sickness and Disability Program (VSDP).

As annual leave is used during the first six months of the calendar year, the hours used shall be deducted from the excess hours balance. When all excess hours have been used, annual leave taken shall be deducted from the current calendar year balance.