Allegany College of Maryland

ANNUAL LEAVE

Revised Date 06-2025
Approved by Board of Trustees 06-16-2025
Implementation Date 07-01-2025
Type of Policy: Employee Benefit

I. Eligibility

All full-time position control/budgeted and temporary with benefits employees in non-teaching positions, and twelve-month teaching faculty are eligible to earn annual leave. Ten-month teaching faculty do not accrue annual leave. Eligible employees may begin using accrued leave after 90 days of beginning employment.

II. Family and Medical Leave Act (FMLA)

An employee may use annual leave for FMLA covered events; such leave will be used concurrently with FMLA approved leave. Whenever employee requests leave for an FMLA covered event, the employee will be required to exhaust all accrued sick leave, annual leave, and compensatory time (if applicable) prior to being placed on unpaid leave status. See Family and Medical Leave Act (FMLA) policy.

III. Annual Leave Accruals

Annual leave should be used in full by the end of every fiscal year. Accrual is limited to the maximums as listed below. Once the maximum is reached, accrual will stop until the balance falls below the maximum. Individuals will not accrue annual leave while on unpaid leave. Annual leave may not be used if it has not yet been accrued. If leave is taken that is not yet accrued, leave without pay will be used.

A. Exempt Staff

All eligible exempt staff will be granted and accrue up to a maximum of 20 days, or 140 hours, of annual leave per fiscal year based on contract length below.

Contract Length	Hours accrued During Year	Days accrued during Year	Hours accrued Per semi-monthly pay period	Maximum Accrual Hours
12 months	140.0	20	5.84	210.0
11 months	128.0	18	5.84	198.0
10 months	116.0	16.5	5.84	186.0

Non-exempt Staff

All eligible non-exempt staff will accrue vacation leave based on the following years of service:

Years Employed	Hours accrued During Year*	Days accrued during year*	Hours accrued Per semi-monthly pay period	Maximum Accrual Hours*
Year One (1)	70.0	10	2.92	140.0
Year Two (2)	105.0	15	4.38	175.0
Year Three (3)	105.0	15	4.38	175.0
Year Four (4)	105.0	15	4.38	175.0
Year Five (5)	105.0	15	4.38	175.0
Year Six + (6+)	140.0	20	5.84	210.0

**Based on a 12-month contract. Hours and days accrued per year and maximum accruals will be adjusted for contract lengths less than 12 months per fiscal year. Hours accrued per pay period will follow the chart above for contract lengths less than 12 months.*

IV. Procedure for Using Annual Leave

Employees are encouraged to use annual leave on a regular basis. However, the College recognizes that annual leave may need to be rolled over from year to year and will allow a maximum accrual of up to 70* hours over the yearly accrual amount. (*or less, depending on contract length)

Annual leave should be arranged at the mutual convenience of the employee and the immediate supervisor. All annual leave must have the approval of the immediate supervisor. Prior to using the leave, the employee shall request annual leave in Self Service – Request Leave.

In the event that two employees in the same department request at the same time the same period of annual leave, the employee with the longest length of departmental service shall be given first choice. Otherwise, the first approved request shall be honored.

The minimum amount of annual leave taken shall be no less than one hour per day. However, annual time for one hour or more can be taken in 15-minute increments (1, 1.25, 1.5, 1.75, 2.0 hours, etc.).

Scheduled College holidays which occur while the employee is on annual leave shall not be charged against annual leave. If the College has a delayed opening, early dismissal or is closed due to weather or other uncontrollable circumstances, paid leave (annual or sick) will not be reduced or be required to be used. However, if an employee chooses not to report on days with delayed openings due to inclement weather and wishes to take liberal leave, annual leave must be used for the number of hours the employee would have been required to work after the College opens.

Annual leave accruals and annual leave balances can be viewed in Self Service – Leave. Earnings Statements in Self Service will also provide Accruals, hours used and remaining balances for annual leave. For more information on accessing Self Service, please contact your supervisor or a Human Resources Office Team Member.

V. Leave Payout

Upon termination of employment, accumulated annual leave up to 70 hours, will be paid as a lump sum on the final pay date following the time of separation. Upon transfer from a position that includes annual leave to a position that does not accrual annual leave, existing unused annual leave balance up 70 hours is paid in a lump sum in the paycheck after the transfer. This payout will be paid at the base hourly rate at the time of termination or transfer.

VI. ADMINISTRATION OF POLICY

The Human Resources Office is responsible for implementation, administration, and oversight of this policy. Questions can be directed to the Human Resources Office.

VII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to employee.