

Arkansas State University

Effective Date: 07/01/2023

Number: 07-30

Section: Human Resources

Subject: Implementing ASU System Annual Leave Policy

Purpose and Applicability

This Operating Procedure implements the ASU System [Annual Leave Policy](#), adopted by the ASU System Board of Trustees on June 8, 2023 (Board Res. No. 23-23) and applies to all annual leave-eligible employees of Arkansas State University.

Effective Date

This Operating Procedure is effective as of July 1, 2023.

Requesting and Approving/Denying Annual Leave Use

An employee may request to use accrued annual leave at any time. The requesting employee's supervisor will review requests to use annual leave and will grant or deny such requests as appropriate to allow employees to utilize their accrued leave while minimizing disruption to the efficient operation of the relevant department or work unit. The minimum annual leave amount an employee can use is 15 minutes.

When an employee of A-State wishes to use accrued annual leave, an employee should request the use of annual leave as early as possible, but not later than 48 hours in advance, unless the leave is related to an unexpected emergency event. Annual leave requests should be made in writing to the responsible supervisor. The supervisor should respond no later than 24 hours in advance of the leave request, informing the employee if the leave request is approved or denied.

Transfers from Annual Leave Eligible to Ineligible Positions

When an individual transfer into a position at A-State that is not eligible to accrue annual leave and they have an existing annual leave balance at an ASU System institution or at another Arkansas state

agency or institution of higher education that will agree to the transfer of leave, the existing annual leave balance will be handled as follows:

Annual leave may only be transferred to positions at Arkansas State University, that allow the accrual of annual leave. Nine-month faculty appointments, part-time extra help positions and adjunct positions, do not allow the accrual of annual leave. If an individual is an employee of Arkansas State University and is transferring from a full-time position, that accrues annual leave to a position which does not accrue annual leave, every effort should be made to assist the employee with utilizing the annual leave before the date of transfer. The employee should make every effort to utilize any annual leave time currently accrued and on record in Payroll before moving to the ineligible positions. The Department Head should make every effort to work with the employee to accommodate the request to utilize accrued annual leave. The Department of Human Resources can assist with providing guidance for annual leave usage and transitions to positions which do not accrue annual leave.

For purposes of this Operating Procedure, an “Arkansas state agency” includes any Arkansas state government entity, such as the General Assembly, the state judiciary, and state constitutional offices, but does not include employment in city, county, or other municipal government, or in a public school district.

December Shutdown and Annual Leave Balance Requirements

Arkansas State University observes a winter campus closure following the end of the fall academic semester. Dates of closure are established annually by The Department of Human Resources. During this closure, the University will utilize a combination of federal holidays and annual leave. Employees should maintain a minimum of 24 hours of annual leave that may be utilized for the campus closure. If an employee does not maintain sufficient annual leave, then the employee may be subject to leave without pay during this period when any annual leave may be assessed.

Departures from Accrual Rate Schedule in ASU System Policy

The following position categories at Arkansas State University accrue annual leave at a rate other than as specified in the schedule set out in the ASU System Annual Leave Policy. This list has been reviewed by the ASU System General Counsel and Executive Vice President and approved by the ASU System President. It is adopted pursuant to the authority granted to the institution under Section 6 of the ASU System Annual Leave Policy.¹

Position Category	Monthly Accrual	Annual Accrual	Effective Date
President	15	180	07/01/2023
Chancellor	15	180	07/01/2023
Executive Vice Chancellor	15	180	07/01/2023
Vice Chancellor	15	180	07/01/2023

1 For individuals hired into one of these positions between July 1, 2023 and the effective date of this Operating Procedure, their annual leave accrual at the rate specified in this chart will be effective back to their start date in the covered position.