



Procedure on Annual Leave for Exempt Employees

(Approved by the President on January 7, 2004)

I. PURPOSE

This document establishes procedures for the implementation of BOR VII - 7.01 Policy on Annual leave for Regular Exempt Employees and procedures on Annual Leave for Contingent II Exempt employees.

II. BACKGROUND

The issue of Annual Leave was previously covered under BOR VII – 7.00 Policy on Annual Leave for Administrative and Classified Personnel. That policy still covers Nonexempt (formerly called Classified) employees.

III. DEFINITIONS

CEO's or Designee - For purposes of this procedure, the CEO's designee shall be the a Center Director of a Vice President.

IV. EARNED LEAVE

- A. Regular Exempt Employees earn leave as stated in BOR VII-7.01. Full-time regular exempt employees earn 22 days of annual leave per calendar year, which shall accumulate on a biweekly basis from the beginning of employment. Beginning with the 21st year of USM and/or State of Maryland employment, annual leave shall be earned at the rate of 25 days per calendar year. Part-time exempt employees working 50% or more shall earn annual leave on a pro-rated basis.
- B. Contingent Category II employees earn leave as stated in the individual employment contract, subject to minimum leave as stated in BOR VII-1.40 UMS Policy on Contingent Employment for Nonexempt and Exempt Employees. Under no circumstances shall a Contingent Category II employee earn more leave than 22 days of annual leave per calendar year.

V. LEAVE USAGE

- A. UMBI employees are provided with annual leave to refresh their minds and bodies by providing paid time away from work. Employees are expected to manage their annual leave usage so that they schedule time off at times that are most convenient for operations in which they work. It is recognized that while there may not be a good time to take leave, there are better times than others to be absent. Supervisors are requested to accommodate requests for leave usage, if given appropriate notice. "Appropriate notice" will be determined by the supervisor and will be communicated to the employee upon appointment.
- B. Each UMBI Unit shall develop a method of documenting requests for leave usage.

VI. PAYMENT FOR DENIED ANNUAL LEAVE

UMBI Policies and Procedures

- A. Supervisors are expected to work with employees to schedule annual leave usage during the calendar year. As an extraordinary exception and only where operational activity requires that the supervisor must deny a request for use of annual leave, a supervisor may recommend payment for a maximum of 5 days of annual leave that otherwise would be lost pursuant to Section IV of the BOR Policy VII - 7.01 Policy on Annual Leave for Regular Exempt Employees.
- B. The supervisor's recommendation shall include a written explanation of why the lost annual leave was not taken at another time during the year. The recommendation shall be submitted to the CEO or designee. If approved by the CEO or appropriate designee, documentation of the request and approval shall be submitted with the payment to the Assistant Vice President for Human Resources.
- C. A recommendation for payment of annual leave that would be lost for a second or subsequent year must be approved by the Assistant Vice President for Human Resources.
- D. This procedure is not intended to allow employees to regularly accumulate annual leave for payment at the end of the year.
- E. The Employment Contract for Contingent Category II exempt employees shall state whether unused annual leave will be paid upon separation or whether unused annual leave shall be forfeited. In unusual circumstances, a supervisor may seek approval to pay a Contingent II employee for unused Annual Leave, despite contractual provisions dictating leave forfeiture, by following the procedure outlined in VI.A-D of this procedure.