



## **Procedure on Leave Reserve Fund for Exempt and Nonexempt Employees**

*(Approved by the President on January 18, 2005)*

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### **I. PURPOSE & APPLICABILITY**

This procedure is created to establish a process for applying for leave from the Leave reserve Fund and to designate the individuals who are responsible for processing UMBI and USM Leave Reserve Fund Request forms.

### **II. BACKGROUND**

BOR VII-7.11 Policy on Leave Reserve Fund for Administrative and Classified Employees requires each institution to establish procedures for implementing the policy. That policy uses some terms that have been replaced since the policy was approved in 1991. Those terms are defined in Section III below.

### **III. DEFINITIONS**

- A. Administrative Employee - As used in the BOR Policy on Leave Reserve Fund for Administrative and Classified Employees, refers to Exempt Staff.
- B. Classified Employee - As used in the BOR Policy on Leave Reserve Fund for Administrative and Classified Employees, refers to Nonexempt Staff.
- C. Policy - refers to BOR VII - 7.11 Policy on leave Reserve Fund for Administrative and Classified Employees.
- D. Unit Head - refers to the UMBI President, Vice Presidents, and Center Directors. USM - means the University System of Maryland.

### **IV. PROCEDURE**

- A. An employee who wishes to apply for leave from the USM Leave Reserve Fund, or someone on the employee's behalf, shall submit a completed UMBI Leave Reserve Fund Request form to the employee's supervisor.
- B. If the Supervisor supports the request, he or she shall sign the UMBI Leave Reserve Fund Request Form and forward it to the Unit Head or Designee.
- C. If the Unit Head or Designee determines that the employee meets the eligibility criteria in the Policy, he or she shall sign the UMBI form and then complete and sign the USM Leave Reserve Fund Request form.
- D. The USM Leave Reserve Fund Request form shall be forwarded to the Assistant Vice President for Human Resources, who will determine if the employee meets the eligibility criteria.
- E. The USM Leave Reserve Fund Request form shall then be forwarded to the President for final decision on the request. After consideration by the President, the form shall be returned to the Assistant Vice President for Human Resources.

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- F. If the request was supported by the President, the Assistant Vice President for Human Resources shall forward the USM Leave Reserve Fund Request form to the USM Human Resources Office.
- G. If the request is granted by the USM Human Resources Director, the UMBI Assistant Vice President for Human Resources shall enter the employee's additional leave into the leave system so that it is available for use by the employee.
- H. If the request is denied by the Supervisor or Unit Head, a written record of the denial shall be forwarded to the Assistant Vice President for Human Resources.

**APPROVED:** Jennie C. Hunter-Cevera