ADMINISTRATIVE DIRECTIVE

2.2.4 Annual Leave (Classified and Unclassified Employees Including Faculty)

A. Definition

Annual leave is leave with pay granted an employee for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or transaction of personal affairs.

B. Policy

Employees shall not absent themselves from their duties without proper authorization. It is the responsibility of the department head or other designated official to receive and review requests for all leaves of absence for employees and approve or disapprove such requests in accordance with University System policy, and to ascertain that accurate leave records are maintained for reports on leave accrued and leave taken on appropriate leave forms.

C. Rules of Annual Leave

1. No advance of annual leave is permitted, and the minimum charge to an annual leave account is one half (1/2) hour.
   (a) Supervisors should, before approving annual leave, ensure that the employee has adequate accrual.
   (b) If the employee does not have adequate accrual, leave should be recorded as leave without pay.

2. Annual leave must be requested giving as much advance notice as possible. Although two (2) weeks is the generally accepted practice, emergency situations will be given every consideration.

1. An employee should not maintain his/her own attendance and leave reports.