

# Howard University's Revised Annual Leave Policy

## FAQ

(updated May 22, 2012)

### 1. Why is Howard making changes to the Annual Leave Policy at this time?

The University is revising its annual leave policies to encourage and support employees to regularly schedule and use annual leave for personal renewal and to meet personal obligations.

Updating Howard's annual leave program is an element of the University's renewal initiatives designed to enhance work – life balance and support personal renewal through scheduling and taking vacations that enhance health, wellness and quality of life.

### 2. What is new and what is staying the same?

As of June 30, 2012, employees in the 104, 160 and 208 yearly leave categories will be able to carryover their current maximum leave carryover amounts into the new 2013 fiscal year. As of July 1, 2012, the leave category of 104 will become extinct and all employees will be either in the 160 or 208 leave category going forward.

Beginning July 1, 2012, and on July 1 of each year thereafter, each employee's annual leave account (vacation bank) will be increased by the applicable hours based on years of service. See the following chart:

Effective Date →	July 1, 2012	June 30, 2013	June 30, 2013
Years of Service ▼▼▼	Annual Leave Hours Added Each July 1	Max Carryover Hours Each June 30	Max Payout Hours on Separation
Less than 15	160	80	80
15 and greater	208	80	80

### 3. What are the key changes and when does each go into effect?

- On July 1, 2012, and every July 1 thereafter, eligible employees will receive an advance of their total annual allotment of leave ('vacation bank') in accordance with the chart in number 2 above. Note that these hours are in addition to any hours carried forward from the previous leave year.
- Each June 30 (starting in June 30, 2013), eligible employees may carry over 80 hours of annual leave into the new fiscal year. Any unused amount over 80 hours will be lost. On July 1<sup>st</sup>, the full allotment for the next year will be added to what is carried over and all banked leave will immediately be available for employee use.
- After June 30, 2013, when an employee fully separates from the University because of either retirement, resignation or for any reason, a maximum of 80 hours is paid for any unused annual leave. (Changing to a different position that is non-faculty within the University does not affect leave earnings or leave balance.)

### 4. What is the effective date of this policy?

The revised annual leave policy is effective July 1, 2012. The dates of specific provisions of the policy are described in the answer to 3 above.

It is important to know that the existing limits for carryover of leave still apply this June 30 (see chart below). The new carryover limit of 80 hours described above will apply June 30, 2013.

**Current Policy Leave Carryover (applies through June 30, 2012)**

<b>Length of Service</b>	<b>Maximum Carryover (in hours) on June 30, 2012</b>
Less than 3 years	104
3 years but less than 15 years	160
15 years or more	208

5. **I'm a new staff member. How will I be affected?** New hires also benefit from the updated policy. At the time they are hired, employees hired after June 30, 2012, will have leave advanced to their account in the amount of 6 hours times the number of pay periods remaining in the fiscal year and all will immediately be available for use.

6. **What should I do by June 30, 2012?**

Employees should work with their managers to schedule and use annual leave in awareness of current carryover limits (see chart in 4 above).

7. **I'm a staff member who has been at Howard less than 3 years. How will I be affected?**

Your maximum carryover amount remains 104 hours. On July 1, 2012, you will change to the 160-hour yearly leave category and be advanced 160 hours (potential maximum 264 hours).

Any leave in excess of 80 hours on June 30 will be lost starting in 2013. Every July 1 thereafter you will be advanced 160 until you reach 15 years of service, at which point you will be advanced 208 hours every July 1.

8. **I'm a staff member who has been at Howard more than 3 years but less than 15 years. How will I be affected?**

Your maximum carryover on June 30, 2012 remains 160 hours. On July 1, 2012, you will be advanced 160 hours, (potential maximum of 320 hours).

Any leave in excess of 80 hours on June 30 will be lost starting in 2013. Every July 1 thereafter you will be advanced 160 hours yearly until you reach 15 years of service, at which point you will be credited 208 hours every July 1.

9. **I'm a staff member who has been at Howard more than 15 years. How will I be affected?**

Your maximum carryover on June 30, 2012 remains 208 hours. On July 1, 2012, you will be advanced an additional 208 hours, (potential maximum of 416 hours).

Any leave in excess of 80 hours on June 30 will be lost starting in 2013. Every July 1 thereafter you will be advanced 208 hours.

**10. How much do I earn each year?**

Effective July 1, 2012, employees with less than 15 years of service are advanced 160 hours annually and employees with 15 years of service or more are advanced 208 hours annually.

**11. Each July 1<sup>st</sup> my annual leave account is advanced with hours I have not yet earned. What are the implications?**

Although the full year's leave hours are available as of July 1<sup>st</sup>, these hours are provided in advance of when they are actually earned. The amount credited on July 1<sup>st</sup> of each year is based on the bi-weekly accrual rate of 6 hours per pay period for employees with less than 15 years of service and 8 hours per pay period for employees with 15 or more years of service. Employees who separate having used more annual leave than they have earned (i.e., earned in the previous year and carried forward as well as earned through accrual each pay period worked during the fiscal year in which separation occurs) at the time of separation must repay excess hours used beyond those earned. Having the full year's leave available at the beginning of the year is a critical factor in providing flexibility to employees in their scheduling and full utilization of annual leave.

**12. How do I check my current annual leave balance?**

Leave balances are available on pay statements, and are current through the pay period end date indicated on the respective statement.

**13. As a staff member who earns vacation, what are my responsibilities under the Annual Leave Policy?**

It is your responsibility to submit leave requests as early as possible, but no later than two weeks in advance to plan leave use with your supervisor, and to make sure your leave is recorded accurately. To ensure accountability, employee requests for scheduled use of annual leave must be in writing. Annual leave, however, may be requested and granted with less notice, as necessary, on an emergency basis for extenuating circumstances.

While supervisors enter the records of annual leave use in PeopleSoft, employees are responsible for verifying that use of annual leave has been properly recorded and approved.

**14. Where could I find more information about the annual leave policy?**

Please visit <http://www.howard.edu/secretary/documents/500-008AnnualLeave.pdf> to read the full policy. Questions about the policy and questions about individual leave-related circumstances may be directed to the Office of Human Resources at (202) 806-1280 or email HR at [humanresources@Howard.edu](mailto:humanresources@Howard.edu).

Questions around scheduling annual leave should be directed to your supervisor. And employee who believes she/he is being denied the opportunity to schedule and take annual leave on a reasonable basis should bring this to the attention of the Chief Human Resources Officer at the above phone number and email address.

**15. SUPERVISORS**

**What are the roles and responsibilities of supervisors? When do these go into effect?**

Scheduling and use of annual leave, in awareness of timely employee requests and the needs of the department, are the joint responsibility of the employee and his/her supervisor. Supervisors must

organize staff availability and the work of their departments such that during the course of the fiscal year employees are able to use the full amount of annual leave which they have available.

The revised annual leave policy will require increased emphasis on supervisors planning work schedules significantly in advance to ensure that employees who request annual leave on a timely basis are able to use all their available leave and not lose any of it. Waiting until the “use it or lose it” date approaches before planning leaves is inconsistent with unimpeded operation of critical functions during periods when employees are using their vacation time.

Supervisors are responsible for promptly and accurately recording annual leave use in PeopleSoft and Kronos, and managing to ensure that staff.

We are asking supervisors to work closely with staff to reduce their leave balances below the maximum carryover threshold in advance of June 30, 2012 – remaining mindful of continued accrual.

Policy link: <http://www.howard.edu/secretary/documents/500-008AnnualLeave.pdf>