



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 626
Title: Annual Leave**

Cochise College provides its benefited non-faculty employees with annual leave. Other benefited employees may be provided with annual leave as contracted.

Employees may accumulate annual leave up to a maximum of 180 hours. Any annual leave accumulated in excess of this maximum shall be used during the fiscal year or shall be forfeited on June 30. Employees may not take more vacation time than they have accrued.

**Procedure: 626.1
Accrual of Annual Leave**

1. Full-time benefited employees in executive, administrative staff, administrative support, professional staff, and classified staff positions accrue annual leave benefits according to the schedules set forth below, and subject to the limitations contained in this procedure:
 - a. Executives: 7.5 hours per pay period or 180 hours per year
 - b. Administrative Staff, Administrative Support, Professional Staff, and Classified Staff:

Length of Service	Hours per pay period (24 pays/year*)	Hours per year
Less than five (<5) years	5	120
More than five (>5) through ten (<10) years	6.75	162
More than ten (>10) years	7.5	180
* Note: Employees on a 26 pays/year schedule accrue leave on the first and second pay of each month.		

2. Employees in benefited part-time or less than twelve month positions shall have annual leave rates pro-rated according to the schedules listed above i.e. a half time employee with less than five years of continuous service shall receive 2.5 hours of annual leave per pay period.

**Procedure: 626.2
Limitations**

1. Annual leave must be earned before it is used.

2. Annual leave begins to accrue on the benefited date of employment approved by the governing board. Annual leave may not be used until the employee has completed ninety (90) calendar days of benefited employment.
3. Annual leave is available for use during the fiscal year it is earned and may not be accumulated or used after that fiscal year, except as follows:
 - a. Unused annual leave earned prior to July 1, 1998, may be carried forward and used in any succeeding year of college employment.
 - b. A maximum of 180 hours of unused annual leave earned after June 30, 1998, may be carried forward and used in the succeeding fiscal year. Any hours in excess of 180 on June 30 shall be forfeited.
 - c. An employee who has requested the use of annual leave with reasonable advance notice and been denied due to work-related reasons may request the retention of excess annual leave. All requests shall be in writing and include dates when the excess time will be used. Requests for the retention of excess annual leave shall be submitted to the president for review and possible approval.
4. Upon voluntary termination of employment, with a minimum of two weeks' notice an employee shall be paid for unused, accrued annual leave up to a maximum of 180 hours. Annual leave may not be used to extend the period of employment for an employee who has submitted a notice of intent to separate. Absent specific approval from the appropriate vice president, annual leave shall not be available for use during the last two weeks' of employment. When an individual terminates employment with the college, accrual of leave shall cease on the last day of actual work; that is, no employee shall accrue leave while on terminal leave.
5. Leave which is approved under family and medical leave policy shall be charged against the employee's unused, accrued annual and sick leave as specified in the family and medical leave policy.
6. In the event an employee's status changes from a position that accrues annual leave to one that does not, the college shall pay the employee for the value of the accrued leave.
7. In the event an employee transfers from a grant-funded position to a general funded position or vice versa, a maximum of 40 hours of accrued, unused annual leave may be carried forward. The employee may be required to use any hours in excess of the 40 hours balance or the amount may be paid out with the final pay from the position being left.

Procedure: 626.3
Approvals

All requests for annual leave require approval by the employee's supervisor before the leave is actually taken. Leave requests may be made through online leave requests, via email, or by using



any other written method as directed by the employee's supervisor. Supervisors may deny leave requests based on workload or other work-related reasons.

**Procedure: 626.4
Reporting**

Employees are responsible for reporting leave taken through the online reporting system and supervisors are responsible for verifying leave taken is reported accurately. If an employee is unable to submit leave taken in time for payroll processing, the supervisor will send the leave taken amounts to payroll for proper accounting.