

ASU System Policy

Effective Date: May 15, 2009

Subject: Annual Leave Accrual

1. Purpose

Arkansas State University employees are authorized to accrue annual leave to be carried over to the succeeding calendar year.

2. Arkansas State University System Annual Leave Accrual Policy

Arkansas State University annual leave is cumulative; however, no employee may retain in excess of 30 days on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days. Days exceeding 30 must be used before December 31 as they may not be carried over into the new calendar year.

Arkansas State University will comply with current state guidelines for classified employee annual leave accruals. Non-classified staff will accrue 15 hours per month or 22.5 days per annum of annual leave.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-18, supercedes the Vacation Accrual Policy of May 7, 2004.)