
**HR0305 – ANNUAL LEAVE (VACATION) POLICY
EXCEPTION TO THE TREATMENT OF CURRENTLY EMPLOYED
PART-TIME REGULAR EMPLOYEES**

BACKGROUND

The changes in Policy HR0305, that became effective February 1, 2014, provides that new part-time (PT) employees will have to work 75% time to be eligible to earn annual and sick leave. Further it protects current PT employees to be grandfathered (i.e., not requiring a change in percent effort) to continue to qualify for annual and sick leave. The policy also changes how accruals are calculated for both existing and new PT employees (now pro rata) and changes how annual leave year-end carry forwards are calculated for both current and new PT employees. These policy changes will impact all part time regular employees. The change to a pro-rata maximum for annual leave rollover will impact a smaller number of part time, regular employees.

The changes to the policy provide that all PT employees (employed as of February 1, 2014) will continue to earn annual leave at a rate proportional to their FTE appointment. The policy further states that “effective December 31, 2014, the maximum annual leave hours that may be carried forward from one calendar year to the next is also pro rata to the employee’s percentage of effort as recorded in IRIS” (paragraph 4).

POLICY EXCEPTION

To minimize the effect of these policy changes, an exception to this policy has been developed and approved. A Pre-2014 Annual Leave Balance has been created. On December 31, 2014, any hours that would have been transferred to sick leave based on the revised policy will, instead, be transferred to the new Pre-2014 Annual Leave Balance.

Employees’ regular annual leave balance will follow the new policy – they will earn leave hours at their prorated FTE rate and be limited to the pro-rated maximum according to their FTE appointment with excess balances transferred to their Sick Leave balance.

For any annual leave taken, the regular balance will be reduced appropriately. If the hours in the regular balance are insufficient to cover the annual leave taken, the deficit will be taken from the Pre-2014 balance. At the end of each calendar year, the Pre-2014 Balance will be reduced by 20% (net of any leave taken from the Pre-2014 Balance), with those hours transferred to the individual’s sick leave. This will provide a 5-year period for use of the annual leave prior to being transferred to sick leave.

Upon termination or retirement, except for terminations for Gross Misconduct as required by UT policy, an employee will be compensated based on the total of their regular balance plus the Pre-2014 Annual Leave Balance, up to the maximum specified in Policy HR0305 for a full time employee.

The following page presents examples of how this would impact faculty/staff at varying FTE appointments.

Year	Leave Taken	2% FTE		20% FTE		40% FTE		70% FTE	
		Pre	Post	Pre	Post	Pre	Post	Pre	Post
Leave Balance - Year End 0		336.0	0.00	336.0	0.0	336.0	0.0	336.0	0.0
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	40	(36.16)	(3.84)	(1.60)	(38.40)	0.00	(40.00)	0.00	(40.00)
Balance		299.8	0.00	334.4	0.0	336.0	36.8	336.0	94.4
Rolled to Sick Leave Year End		(31.0)	0.00	(65.6)	0.00	(67.2)	0.00	(67.2)	0.00
Leave Balance - Year End 1		268.8	0.00	268.8	0.0	268.8	36.8	268.8	94.4
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	80	(76.16)	(3.84)	(41.60)	(38.40)	0.00	(80.00)	0.00	(80.00)
Balance		192.6	0.00	227.2	0.0	268.8	33.6	268.8	148.8
Rolled to Sick Leave Year End		0.0	0.00	(25.6)	0.00	(67.2)	0.00	(67.2)	0.00
Leave Balance - Year End 2		192.6	0.00	201.6	0.0	201.6	33.6	201.6	148.8
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance		192.6	3.84	201.6	38.4	201.6	110.4	201.6	283.2
Rolled to Sick Leave Year End		(67.2)	0.00	(67.2)	0.00	(67.2)	0.00	(67.2)	(48.00)
Leave Balance - Year End 3		125.4	3.84	134.4	38.4	134.4	110.4	134.4	235.2
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance		125.4	7.68	134.4	76.8	134.4	187.2	134.4	369.6
Rolled to Sick Leave Year End		(67.2)	(0.96)	(67.2)	(9.60)	(67.2)	(52.80)	(67.2)	(134.40)
Leave Balance - Year End 4		58.2	6.72	67.2	67.2	67.2	134.4	67.2	235.2
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	5	0.00	(5.00)	0.00	(5.00)	0.00	(5.00)	0.00	(5.00)
Balance		58.2	5.56	67.2	100.6	67.2	206.2	67.2	364.6
Rolled to Sick Leave Year End		(58.2)	0.00	(67.2)	(33.40)	(67.2)	(71.80)	(67.2)	(129.40)
Leave Balance - Year End 5		0.0	5.56	0.0	67.2	0.0	134.4	0.0	235.2
Leave Earned			3.84		38.40		76.80		134.40
Leave Taken	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance		0.0	9.40	0.0	105.6	0.0	211.2	0.0	369.6
Rolled to Sick Leave Year End		0.0	(2.68)	0.0	(38.40)	0.0	(76.80)	0.0	(134.40)
Leave Balance - Year End 6			6.72		67.2		134.4		235.2