7.1.6 Regular (Full and Partial Benefit Eligible) Employees

Policy Statement

Full and partial benefits-eligible employees are in line-item, budgeted positions expected to exceed six months in duration. Employees in a full or partial benefits-eligible position shall earn paid annual leave. A full benefits-eligible employee, as defined in Types of Employment (1.2) policy, will have a work commitment between 75% time (30 hours per week) and 100% time (40 hours per week). A partial benefits-eligible employee will have a work commitment between 50% time (20 hours per week) and 74% time (29.6 hours per week). At 100% time (40 hours per week), you will earn the following annual leave:

I. One and one-fourth working days per month (10 hours) for each of the first five years of continuous employment;

II. One and one-half working days per month (12 hours) for each of the next five years of continuous employment; and

III. One and three-fourths working days per month (14 hours) for each year after the completion of ten years of continuous employment.

IV. A full or partial benefits-eligible employee who works less than 100% time shall accrue annual leave prorated on the basis of the employee’s work time commitment. For example, a new employee in a full benefits-eligible position working 75% time would earn 7 ½ hours (10 hours X .75 = 7.5 hours) of annual leave per month.

Note: Once five and ten year service anniversaries are achieved, the new rate of annual leave accrual will begin the month following your five or ten year anniversary date. All leave accrual balances are updated each month with the previous month’s annual leave amount. For example: When you have finished working the month of January, you have worked in a position with a 50% work commitment (20 hours per week), and you have been in your position for six years, your annual leave balance will be updated by the end of the first week in February with an additional six hours of annual leave. Annual leave must be approved by the employee’s supervisor. The use of annual leave is recorded in the annual leave system.

Procedures

Each full or partial benefits-eligible employee is responsible for acquiring the appropriate approval for annual leave from a supervisor. Also, the employee is responsible for recording any annual leave by a time system (Kronos) or through a paper form submitted to a supervisor. Each department will be responsible for verifying the annual leave time and submitting the leave total into the leave system for record keeping purposes. Annual leave balances can be updated or adjusted at any time in our leave system.

Forms/Instructions

Annual leave form: [http://www.busfin.uga.edu/forms/leave.pdf](http://www.busfin.uga.edu/forms/leave.pdf)

Policy definitions

To view and learn more about our “Types of employment” policy (1.2) at UGA, please click [here](http://www.busfin.uga.edu/forms/leave.pdf).

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President for Human Resources
Policy Owner: hrweb@uga.edu
Policy Contact: Kim Eberhart
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