



7.1.4 Annual (Vacation) Leave General Information

Policy Statement

Board of Regents policy regarding annual leave.

Procedures

All regular full benefits eligible and partial benefits eligible employees shall accumulate annual (vacation) leave each month the employee works at least 15 calendar days. Non-benefit eligible employees do not accrue annual leave. Full and partial benefit eligible employees shall accumulate annual leave in an equivalent ratio to their percentage of time employed.

Annual leave shall be accrued based on the initial employment date of an employee. A new hire must be employed on or before the fifteenth of a month to qualify for accrual of annual leave for that month.

An employee who terminates on or after the fifteenth of a month shall accrue annual leave for that month.

Applying leave in a timely manner

It is the responsibility of each employee/department to enter leave into OneUSG Connect at the time leave is taken. Advance leave is not authorized; for example, if an employee is absent and has a zero leave balance, the employee/department should not delay entering the leave until the employee earns enough leave to cover the absence. Leave hours taken must be entered into the OneUSG Connect within 10 business days of the absence. If an employee does not have a sufficient leave balance to cover the time off, the portion of the request that exceeds the employee's leave balance will be unpaid.

Clearing leave upon separation

Central Leave Administrators will manually clear annual leave (after any payout) and sick leave from OneUSG Connect upon the faculty/staff member's separation from the University.

Employees paid from grant funds

Employees paid from grant funds may be required to use all accumulated annual leave prior to the grant's ending date to ensure the availability of funding.

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: Travis Jackson

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Policy Dates

Date Last Updated: 7/27/2021

Date of Last Review: