



45:007 Carryover and Leave for Administrative and Professional Faculty

Responsible Executive: Vice President Finance and Business
Responsible Office: Human Resources
Related Policy: Administrative and Professional Faculty Handbook
Approved-On Date: May 5, 2006 NSU Board of Visitors Approval
Effective Date:
Revision Date:

Policy Statement

The President may grant an exception to the limit of accrued annual leave that may be carried over into the next year when employees have not been allowed to use their leave because of agency work demands over a substantial period of time. Such exceptions should be given in writing and should indicate the timeframe during which the employee must use the additional leave time.

Purpose

The current Administrative and Professional Faculty policy on leave usage states that an employee may carry forward twenty (20) days from one year to another. An employee may not have been allowed to take the full 24 days of earned leave in a one year period due to agency work demands over a substantial period of time. The employee may request that the President grant him/her an exception to the limit of accrued annual leave that may be carried over into the next year. If granted an exception to the limit of accrued annual leave, the employee must use the additional leave prior to the end of the year in which it is granted. If terminated, employee must use the additional leave prior to the date of termination.

Procedures

In order to activate this request an Administrative and/or Professional Faculty member must follow this procedure:

1. Prepare a written justification for the request to be submitted to his/her immediate supervisor. Provide written documentation of the denied requests to take annual leave.
2. The immediate supervisor shall review and make a recommendation regarding approval/disapproval of the request and the amount of additional leave to be granted. The request shall be submitted to the Division's Vice President along with a recommended timeframe during which the employee must use the additional leave time.
3. The Division's Vice President shall review and make a recommendation regarding approval/ disapproval of the request and the amount of additional leave to be granted. The request shall be submitted to the President for approval/disapproval of the request, along with a recommended timeframe during which the employee must use the additional leave time.

This request should be made by the employee no later than January 8 of the next year in which the employee desires to carryover leave.