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## ASUB Standard Operating Procedure – 3004

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### Standard Operating Procedure Synopsis

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Title: **EMPLOYEE LEAVE ADMINISTRATION**

Approval Date: November 3, 2024

Revision Date, if applicable:

Review Date(s):

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Human Resources

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### A. Purpose and Scope

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The purpose of this standard operating procedure is to establish eligibility for annual leave; provide any departures from the Arkansas State University System Annual Leave Policy accrual rate; set general expectations for leave requests, approval and use; and provide payout or transfer information for annual leave balances upon retirement or termination of employment with Arkansas State University-Beebe.

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### B. Definitions

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*Annual Leave* - paid time off granted to full-time employees for personal rest, recreation, or travel, usually accrued over a year of employment.

*Arkansas State Agency* - any Arkansas state government entity, such as the General Assembly, the state judiciary, and state constitutional offices, but does not include employment in city, county, or other municipal government, or a public school district.

*Full-Time* – an employee who works 40 hours per week and is eligible for full employment benefits.

*Leave Without Pay* - a period during which an employee is absent from work but does not receive their regular salary.

*Loaned Leave* - leave that employees can borrow against their future leave accrual to cover absences during mandatory closure of the College.

*Mandatory Closure* – a period of time between the Fall and Spring Semesters when the College is closed to students and employees.

*Provisional Employee* – an employee whose position is supported by a grant.

*State-Appropriated Position*—this refers to a job funded by the state budget, with the salary and operating expenses for the role allocated through the state's legislative appropriation process.

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## **C. Procedures**

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### **Eligibility**

Annual leave means vacation time with pay but does not include compensatory time. An employee of ASU-Beebe who works in a full-time state-appropriated position and is regularly scheduled to work a minimum of 40 hours per week accrues annual leave each pay period. However, the following employees do not accrue annual leave:

- Emergency, intermittent, extra help, and per diem employees;
- Employees with annual appointments of less than 12 months, such as nine (9) and ten (10) month faculty members (even if such faculty members teach summer courses for additional compensation), part-time/extra help, and adjunct instructors.

### **Departures from Accrual Rate Schedule in ASU System Annual Leave Policy**

Employees eligible for leave accrual will accrue as outlined in the ASU System Annual Leave Policy with no departure from the accrual rates.

### **Request, approval, and use of Annual Leave**

1. **Request and Approval:** An employee may request to use accrued annual leave at any time. The requesting employee's supervisor will review requests to use annual leave and grant or deny such requests as appropriate to allow employees to utilize their accrued leave while minimizing disruption to the efficient operation of the relevant department or work unit. The minimum annual leave amount an employee can use is 15 minutes.
2. All full-time employees who request to take a full day of annual leave will use 8 hours of leave. Partial days off will be calculated based on the hours worked before or after the leave is used. If an alternative workweek is followed, employees are required to use the appropriate amount of leave for the daily scheduled hours.

3. An employee may only use annual leave after it has been accrued, and unearned annual leave may not be loaned to an employee. An exception is allowed during the holidays when the college is closed. Loaned leave will be allowed for employees who do not have enough accrued leave for the mandatory closures. Loaned Leave will not be allowed for optional closure days.

**Payment or transfer of unused Annual Leave or Sick Leave upon retirement or termination:**

Unused annual leave or sick leave will be paid out based upon the ASU System Policy

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**D. Related Information**

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ASU System: [Annual Leave Policy](#)

ASU System: [Payment for Unused Sick Leave Upon Retirement](#)

ASU System: [Staff Handbook](#)