



Northern Marianas College Procedure

Procedure No.: 5010.12 Procedure Title: Annual Leave
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.C

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description Annual leave, or vacation, shall be granted for the purpose of rest and relaxation.

Areas of Responsibility Employees will utilize accrued leave as set forth in this Procedure. It shall be each employee's responsibility to submit all requests for approval with sufficient time for their supervisor to approve or decline to ensure that the needs of the College are met.

Procedure details Except as otherwise provided in this section policy, all full-time regular employees who have less than three (3) years of creditable service shall earn annual leave at the rate of four (4) hours per pay period. Employees with three (3) but less than six (6) years of creditable service shall earn annual leave at the rate of six (6) hours per pay period. Employees with six (6) or more years of creditable service shall earn annual leave at the rate of eight (8) hours per pay period. Years of service in another Commonwealth Government activity will count toward the required years of service, if certification is received from that activity.

Instructional Faculty do not earn annual leave.

An employee employed in the first year of the initial contract shall not be entitled to use Annual Leave during the first ninety days of employment. Annual leave earned during this period will be credited to the employee upon completion of this initial period. This restriction does not apply to employees employed on an immediately subsequent contract.

If an employee takes Leave Without Pay (LWOP) or is in an Absence Without Leave (AWOL) status, there will be no leave accrual for that pay period.

Annual Leave may be used only upon prior written approval of the employer and will be scheduled based upon the needs of the employer. Annual Leave requests must be made in advance, except in cases of bona fide emergencies, on a leave request form provided by the Human Resources Office.

All annual leave requests must be approved by the immediate Supervisor. The Supervisor will approve all properly submitted leave requests unless the needs of the College prevent the absence of the employee.

Employees serving on government boards and commissions who elect to take leave without pay during their performance of duties on a board or commission shall accrue annual leave for that service time.

If an offer and acceptance for a new employment contract is agreed upon, accrued and unused Annual Leave credits from the prior period of employment shall be carried over to the new employment contract.

On January 1 of each year, any employee leave account with a balance of more than 360 hours of accrued leave will be automatically reduced by the accounting office, without requirement of notice, to 360 hours, and the excess will be converted to sick leave.

TREATMENT OF ANNUAL LEAVE UPON TERMINATION OR REASSIGNMENT. Cash payment will be made for unused annual leave only at the end of employment (or change of funding source in the event of a transfer from an externally funded position to an internally funded position). Payment will be made for a maximum of 360 hours of unused annual leave. Any leave in excess of 360 hours will be converted to sick leave.

At the discretion of the College, when an employee transfers between locally and federally funded positions and has an annual leave balance, the College may make internal accounting adjustments to credit the applicable departments / funding sources and transfer the leave balance while at the same time ensuring compliance with funding source restrictions.

When an employee separates from a locally funded position and receives an Annual Leave cash out, he or she may not accept another locally funded position at the College for ninety (90) days. When an employee separates from a federally funded position and receives an Annual Leave cash out, he or she may not accept another position at the College under the same funding source for ninety (90) days.

Exception: An employee shall receive an Annual Leave cash out when moving from a 12-month contract to a 10-month contract regardless of funding source.

The Human Resources Office is responsible for enforcing this provision.

To ensure proper accounting controls and to avoid unfunded liabilities, when the College elects not to make accounting adjustments and transfer leave as described above, an employee shall receive a payment for annual leave at the end of his or her employment when resigning from one position and accepting another position under a different funding source under the following circumstances:

- Moving from a locally funded position to a federally funded position.
- Moving from a federally funded position to a locally funded position.
- Moving from one federal fund source to another federal fund source.

When an employee resigns from a position, their annual leave should be cashed out. Cashing out of the annual leave will zero out the liability of the liability of that funding source.