

SOM Leave Guidelines

- Employees earn leave as they work.
- Employees do not earn leave until the conclusion of a pay period.
- Leave cannot be used in advance of being earned.
- An employee must work on active status for at least ½ of a pay period to earn any leave for that period.
- Please refer them to PM-20 for full leave policy. The following references the above bullet:
 - An employee who is on leave-without-pay or employed for 50% or less effort for an entire calendar month does not accrue leave for that month. An employee in paid status and greater than 50% effort for at least half but not all of the working days in the month accrues one-half of his/her leave. An employee in paid status and greater than 50% effort for less than half the working days in the month does not accrue leave for that month.
- It is the responsibility of business managers, chairs and immediate supervisors to insure that employees have earned sufficient leave before allowing them to take paid leave.
- Particular attention must be paid to new hires and when they begin taking leave.
- No employee can take paid leave during their first pay period unless it was earned through prior state service.
 - If the leave is from another agency, it actually should be transferred and posted before use, although this is not covered in the policy.
- Leave Clerks and or Business managers are responsible for printing leave balance reports and apprising supervisors of employees that have low leave balances.
- Allowing an employee to take leave when none has been accrued constitutes an overpayment and appropriate action must be taken in accordance with CM 57
- As with all terminations, Business managers or appropriate staff must notify the dean's office and HR via email within 24 hours of any LWOP to insure that employees are not over paid.