

ADMINISTRATIVE MEMORANDUM

SUBJECT Annual Leave Entitlements for EPA Employees

NUMBER 254

DATE October 16, 1987

"Employment Policies for University Employees Exempt From the State Personnel Act" were adopted by the Board of Governors on February 13, 1981 and amended on September 14, 1984. Each Board of Trustees in turn adopted a set of policies for the campus. Section VII B of the Board's policy prescribes annual-leave entitlements for covered employees, with the number of leave days based on years of service. With respect to all other types of leave (e.g., holidays, sick leave, military leave), the regulations explicitly provide that EPA employees shall have the same entitlements as employees who are subject to the State Personnel Act; thus, as the SPA provisions may change, so automatically the entitlements of covered EPA employees shall change. That approach, based on cross reference to SPA policies, was not followed explicitly with respect to annual leave for covered employees, because the SPA regulations speak in terms of hours-per-month of leave that such an employee accrues, and the Board of Governors concluded that it was preferable in the case of EPA employees to speak in terms of days-per-year of leave entitlement. However, the schedule of leave entitlements for covered EPA employees, when adopted in 1981, in fact provided benefits essentially identical to those enjoyed by SPA employees, and that was the intention of the Board of Governors.

The State Personnel Commission has changed the SPA schedule to provide additional annual leave. Our covered EPA employees should receive annual leave benefits comparable to those available to SPA employees, under the rationale followed by the Board of Governors. Accordingly, please implement the changes set forth in the attached new schedule, which should be made a part of your campus policy for this category of University employment, effective January 1, 1988. Any questions on this subject may be addressed to Richard Robinson.


C. D. Spangler, Jr.

ATTACHMENT A

Annual Leave Entitlement for Covered Positions

All permanent employees shall earn entitlement to annual paid leave in accordance with the following schedule, which is stated in terms of regular full-time employment and which is to be adjusted proportionately for part-time employment:

<u>Years of Aggregate Service in State Employment</u>	<u>Work Days Earned in One Year</u>
Less than two years	12
Two but less than five years	14
Five but less than ten years	17
Ten but less than fifteen years	20
Fifteen but less than twenty years	23
Twenty years or more	26