**SUBJECT**: 400 Human Resources
**Policy**: 406.4 Annual Leave
**Effective**: **Revised**: **Reviewed**:

Reference: 2-18-611, 612, 614-617, M.C.A.; MUS 708.1, 708.1.1, 801.8, 801.14.1; MOM 3-0305; Collective Bargaining Agreements

In accordance with State of Montana policy, each non-faculty employee earns annual vacation leave from the first day of employment. Vacation leave earned is credited at the end of each pay period. Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

Permanent part-time employees earn prorated annual vacation leave credits if they have worked the qualifying period.

Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule which applies to the total years of an employee's employment whether the employment is continuous or not:

| Years of Employment | Working Days Credited |
|---|---|
| 1 day through 10 years | 15 |
| 10 years through 15 years | 18 |
| 15 through 20 years | 21 |
| 20 years on | 24 |

Employees applying for annual leave time should use the following procedure to ensure that leave time is coordinated with appropriate staff and that there is adequate coverage of duties:

1. Leave requests should be submitted utilizing the Leave Request Form on our website at least five (5) days in advance of the requested date, and as early as possible to facilitate planning;
2. The Leave Request should be completed and directed to the immediate supervisor for signature. The Supervisor will forward it to the appropriate administrator for signature;
3. Avoid asking for leave during the first or last week of a semester. It is recognized that there may be circumstances that require exception to this guideline and these will be addressed on an individual basis.

Whenever possible, approval of annual leave request will be acted upon within five days. Every attempt will be made to work with employees to approve leave requests especially in regards to special occasions. It is a policy on this campus not to allow the use of annual leave or compensatory time to extend the official date of termination beyond the actual last day worked.

An employee may accumulate two times the total number of annual leave credits the employee is eligible to earn per year. Excess annual leave credits will be forfeited unless the credits are used by the employee within 90 calendar days from the last day of the calendar year in which the excess credits were earned.