


Category:	Compensation and Benefits	INCA Community Services Human Resource Policy 
Sub Category:	Leave Policies	
Effective Date:		
Revised Date:	10/29/2017, 2/2018	
Forms:	EWS system	
Responsible: Employee, Supervisor, Program Directors, Executive Director		

Annual Leave Benefit

Purpose/Introduction

Annual leave is a benefit extended to employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.

Annual Leave

Annual leave is paid time off work granted by agency to be used for whatever the employee wishes.

Eligible Employees

Regular Full-Time and Regular Part-Time are eligible for leave benefits. Exception will be when program funds are not available for the position held. In these situations benefits package will be clearly outlined in job description and terms of employment.

Accrual of Annual Leave

- Annual leave will begin accruing upon hire date.
- Accrued by regular full time employees at the rate of 10 hours per month (5 hours each pay period) or maximum of 120 hours per year for employees with continuous service.
- Regular part-time employees shall accrue sick leave pro-rated in accordance with the percentage of time they are appointed to work
- Annual leave earned during pay period shall be pro-rated in accordance with the days an employee is on the payroll.
- Annual leave will not be accrued by an employee on leave of absence without pay or suspension.
- Mandatory summer breaks required for Head Start employees will be construed as a break in service.

Use of Annual Leave

- Annual leave shall be used at such times when it will least interfere with the efficient operation of the agency.
- Annual leave cannot be taken in advance of time accrued.
- Annual leave shall be taken upon a workday basis. Holidays falling within a period of

vacation leave shall not be counted as work days.

- Authorized absences of less than an hour, but 30 minutes or more will be counted as one hour of annual leave.
- Introductory Employees must work 90 days before annual leave may be used.
- Should an employee become ill during a period of annual leave the employee may be charged with sick leave for the applicable days if certified by a physician. For such cases a revised leave request will be submitted.

Requesting Annual Leave

- Annual leave must be requested in advance by the employee and approved by the designated supervisor.
 - Employees requesting Annual Leave should utilize the EWS system by following these steps:
 - Log into the EWS system using your unique user id and password
 - Click Personal (the first option on the toolbar)
 - Click Leave Request
 - A new page will open
 - Click Add
 - A small window will pop up
 - Enter the leave start date
 - Enter the leave end date as the same date
 - *For the system to list multiple days correctly on the timesheet employees must list individual days on the leave request. Each day must be entered and saved as an 8 hour period for the correct information to populate within the timesheet.*
 - Drop down the Leave Type box by clicking the arrow
 - Request Status should show Request
 - Enter the number of hours
 - Enter a reason in the comments section
 - Click Save
- Employee requesting absences due to unexpected occurrences which does not allow sufficient advance notice must call, e-mail or text their supervisor and/ or a representative designated by their supervisor no later than fifteen (15) minutes after their designated start time on the business day.
- **Head Start classroom staff and RAVE staff** requesting absences due to unexpected occurrences which does not allow sufficient advance notice must call, e-mail or text their supervisor and/or a representative designated by their supervisor no later than thirty (30) minutes prior to their work shift to assure that staff ratio is met.
- Failure to notify your supervisor and/or a representative designated by their supervisor will be carried as “absent without leave” and receives no pay for the day or days absent.
- All unapproved annual leave will be leave without pay.
- Employees who are on annual leave and become sick must have a doctor’s note to use sick leave in lieu of annual leave for the period of time.
- The Program Director may require an employee to take annual leave whenever, in his/her administrative judgment, such action would be in the best interest of the Agency.

Accumulation of Annual Leave

- Annual leave shall be accumulated within the calendar year.
- No more than 80 hours can be carried over past December 31st.
 - Example: an employee having 100 hours accrued leave on December 31st would

<p>lose 20 hours leave and be credited with 80 hours for the new year.</p> <ul style="list-style-type: none"> Regular part-time employees can carry over a prorated number of hours based upon the number of hours employed. Carryover leave will also be prorated based on the number of hours worked per day or on the period of the actual work year.
<p>Carryover of Annual Leave (Exception)</p>
<ul style="list-style-type: none"> Annual Leave over 80 hours for full time and prorated amount set for part time employees may only be carried over with the approval of the Executive Director. The Program Director must make the request and give justification of carryover. Amount of time permitted will be established by the Executive Director as determined by reason. Maximum possible time to use approved annual leave over 80 hours will be 3 months.
<p>Separation from Employment</p>
<ul style="list-style-type: none"> Employees who are separated from this Agency will be paid for their accrued annual leave. In the event of death, accrued leave will be paid to the employee's estate. Payment of accrued leave may be withheld pending settlement of a legal debt to this agency.
<p>Responsibility</p>
<p>It is the inherent responsibility of each supervisor to ensure that leave requests are submitted for the absences of each employee.</p>
<p>Definitions</p>
<p>Continuous service - total service in a permanent or introductory status with no break in employment status.</p> <p>AWOL – Absence without leave – is absent from work without proper authority.</p>
<p>Dissemination of Policy</p>
<p>The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.</p>