

ADMINISTRATIVE EARNED ANNUAL LEAVE

Each full-time (12-month) administrative staff member shall earn annual leave for each month of consecutive full-time service to the College as follows:

<u>Months of Service</u>	<u>Earned Annual Leave Rate</u>
0 - 36 months	10 hours per month
37 - 60 months	12 hours per month
61 months and up	14 hours per month

The cumulative amount of annual leave shall not exceed 320 hours as of June 30 of each year. Any hours earned in excess of the 320 hours must be used within 90 days after the end of that fiscal year.

Original policy date: 04/12/75 (Item #0888)

Revision date: 04/20/83 (Code 4155.a - Item #3581)

Revision date: 03/09/95 (Item #7137)