



**Human Resources
Benefits and You**

Annual Leave, Sick Leave, and Holidays

Continuous, regular employees employed at .50 FTE or greater are eligible for certain paid time-off benefits. Annual and sick leave accrual and maximums are proportionate to the percentage of full time employment (FTE).

Employees paid monthly must have an active assignment on the 16th day of the month to accrue leave for that month. Employees paid biweekly must have an active assignment on the first Friday of the pay period. Leave accrued in excess of the maximum is forfeited.

Your Payroll Advice on *Web for Employees* has a section to reflect current amounts as recorded on the Human Resource System. Please monitor your leave records and discuss any discrepancies with the appropriate payroll representative in your department. Please note if you are paid monthly, your Payroll Advice will not include leave taken the prior month.

ANNUAL LEAVE

Non-exempt Classified Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly	Biweekly		
0-5 yrs	9.33	4.31	112 (14 days)	224 (28 days)
6-10 yrs	13.33	6.15	160 (20 days)	320 (40 days)
11+ yrs	14.67	6.77	176 (22 days)	352 (44 days)

Exempt Administrative/Professional Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly			
<i>Classification Bands 1-4:</i>				
0-4 yrs	10.00		120 (15 days)	240 (30 days)
5+ yrs	14.67		176 (22 days)	352 (44 days)
<i>Classification Bands 5-6:</i>				
All Service	14.67		176 (22 days)	352 (44 days)

Annual leave is scheduled by the department head after consideration of both department and employee needs. Annual leave is not available during the first three months of regular service (probation) for classified employees. Upon resignation, the maximum accumulation that can be paid as terminal annual leave is equivalent to the number of hours earned in one year.

SICK LEAVE

Staff Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly	Biweekly		
All Service	14.67	6.77	176 (22 days)	1600 (200 days)

The maximum accumulation of sick leave is 1,600 hours or 200 days. Any sick leave accrued over the maximum is forfeited. However, for record keeping purposes, the forfeited amount is captured in an Extended Sick Leave Account.

Sick leave is an absence from assigned duty with pay when such absence results from a personal illness or incapacity. The unit administrator may require staff to furnish certification of illness or disabling injury from a qualified, licensed medical practitioner.

Sick leave may also be used for occasions that require the employee to care for a member of the immediate family who is ill or incapacitated. The immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships. The unit administrator may require satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated.

Employees are not paid for unused sick leave. Employees who return to OSU within six months from the date of termination may have up to ten working days of their previous balance of sick leave reinstated with approval of the employee's present department head.

Faculty

While faculty accrue sick leave at the same annual rate (22 days) as university staff, it is accrued at a different monthly rate based on the academic year. All eligible faculty accrue sick leave at 19.56 hours per month for each of the nine months from September through May, regardless of whether they have a nine, ten, eleven, or twelve-month appointment. There is no accrual for the months of June, July and August. Sick leave is maintained on the Human Resource System and appears on the Payroll Advice.

Faculty on nine and eleven months appointments do not accrue annual leave. Annual leave, when appropriate, is maintained at the department/college level. All inquiries should be directed to your department head.

UNIVERSITY HOLIDAYS

Following are 12 paid holidays Oklahoma State University usually observes each year: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, plus five work days at Christmas. Policy does permit some flexibility in scheduling of holidays.

The following Policy and Procedures apply: 2-0113 (Faculty Sick Leave), 3-0705 (Attendance and Leave for Classified Staff), 3-0725 (Attendance and Leave for Administrative/Professional Staff), and 3-0709 (University Holidays), and 3-0716 (Sick Leave for Staff).

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.