

Leave Accrual and Use Policy

**Annual Leave
Sick Leave
Personal Leave
Holiday Leave**

Non-exempt employees accrue leave on a bi-weekly basis. Exempt employees accrue leave on a monthly basis. Upon submission of timesheets and leave reports, leave that has been used in a prior pay period is deducted from the employee's balance; bi-weekly accruals are added and posted to each employee's leave balances. When new time sheets and leave reports are printed and distributed to employees, leave available for use is posted on the bottom of these reports.

Each employee is responsible for managing their own leave; however, employees may not use leave until it is posted on their time sheets or leave reports. Employees using annual leave must have prior written approval from their immediate supervisor.