

**TEMPORARY CHANGES TO BOARD POLICY 420.1 REGARDING ANNUAL LEAVE**

Pursuant to a Board of Trustees Resolution adopted at its September 18, 2020 meeting, which authorized the President to make temporary changes to the Board of Trustees leave and benefit policies in order to reconcile campus practices with Board policies, the following changes are made to Board Policy 420.1. These changes are temporary in nature and will remain in effect until submitted to the Board for consideration or through June 30, 2021, whichever occurs first.

Sections II and III of Board Policy 420.1 are revised to reflect that accrual and eligibility for annual leave are as stated in the policy, unless annual leave is an excluded benefit under the terms of an employment contract or an appointment letter, or unless the accrual rate for annual leave is addressed by special appropriation language for specific positions. Section II is further revised to reflect that any employment contract or appointment letter excluding this benefit must either be approved by the President or pursuant to a chancellor-approved campus policy, which specifically identifies the category of positions that are non-leave accruing because leave has been factored into the salaries and/or schedules for such positions.

The revisions to the policy are in bold:

**II. Annual Leave Accrual. Unless annual leave is an excluded benefit under the terms of an employment contract or an appointment letter, or unless the accrual rate for annual leave is addressed by special appropriation language for specific positions, employees whose titles are listed in the appropriation acts as 12-month nonclassified positions will receive 22.5 days of annual leave from the on-set of employment, earned at a rate of 15 hours per month of service, with accrual at the end of each month. While administrative duties cannot be limited to a five-day, 40-hour week, for purposes of annual leave the normal work week shall be considered Monday through Friday. Any employment contract or appointment letter excluding this benefit must be either approved by the President or pursuant to a chancellor-approved campus policy, which specifically identifies the category of positions that are non-leave accruing because leave has been factored into the salaries and/or schedules for such positions.**

**III. Eligibility. Subject to the limitations set out in Section II, annual leave is granted to all non-classified and non-student employees on 12-month appointments of one-half time or more, with part-time employees earning leave in proportion to the time worked. An employee whose period of employment is scheduled to be changed from a 12-month basis to a nine-month basis must take all accrued, unused vacation before the end of the 12-month period. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and neither shall lump-sum terminal payment be made unless an employee terminates employment with the University.**