

ANNUAL LEAVE ACCRUAL RATES

Eligible regular full-time exempt staff and 12-month faculty earn and accrue annual leave at the rate of 16 hours per month. A maximum of 336 hours may be carried forward from one calendar year to the next year.

1. Eligible regular full-time biweekly staff (hourly input) and monthly staff (hourly no input) employees earn and accrue annual leave as follows:
 - a. 8 hours per month worked for the first five years of service. A maximum of 240 hours may be carried forward from one calendar year to the next.
 - b. 12 hours per month worked during the sixth year and through the tenth year of service. A maximum of 288 hours may be carried forward from one calendar year to the next.
 - c. 14 hours per month worked during the eleventh year and through the twentieth year of service. A maximum of 312 hours may be carried forward from one calendar year to the next.
 - d. 16 hours per month worked with more than twenty years of service. A maximum of 336 hours may be carried forward from one calendar year to the next.
2. The amount of annual leave an eligible regular part-time employee accrues is based upon the employee's constructed annual leave date; Fair Labor Standards Act (FLSA) designation, non-exempt or exempt; number of work days in the month he or she is eligible to accrue leave; and work schedule (planning working time) as recorded in IRIS, according to the following schedule:

1 to 25 percent effort	25 percent of the full-time accrual
26 to 50 percent effort	50 percent of the full-time accrual
51 to 75 percent effort	75 percent of the full-time accrual
76 to 100 percent effort	100 percent of the full-time accrual

All policy information can be found at :

https://my.tennessee.edu/portal/page?_pageid=34,34235&_dad=portal&_schema=PORTAL

SICK LEAVE ACCRUAL RATES

Eligible regular full-time employees accrue sick leave at the rate of eight hours per month.

1. Eligible regular part-time employees accrue sick leave as follows:

1 to 25 percent effort	25 percent of the full-time accrual, or two hours
26 to 50 percent effort	50 percent of the full-time accrual, or four hours
51 to 75 percent effort	75 percent of the full-time accrual, or six hours
76 to 99 percent effort	100 percent of the full-time accrual, or eight hours
2. The accrual rate in effect on the day the employee accrues leave determines the accrual for the month.

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