



## ANNUAL LEAVE ACCRUAL RATE ELECTION FORM

Academic, Appointed and Unclassified employees whose length of appointment is greater than 180 days are eligible to accumulate (accrue) annual and sick leave. Sick leave is automatically accrued using the Civil Service Schedule. Employees have the option of choosing to accumulate their annual leave under either the University Schedule or the Civil Service Schedule. This election must be made within 30 days of employment.

**Instructions:** Please check the box in front of the appropriate statement to make your selection (see annual leave chart below). This selection is Irrevocable.

- [  ] OPTION 1: I elect to earn annual leave at the University accrual rate based on 14 hours per month for full-time employment with a maximum balance of 176 hours until I reach 10 years of full-time equivalent state service. After 10 years of service there will be no limitation on annual leave accumulation.
- [  ] OPTION 2: I elect to earn annual leave using the Civil Service schedule which provides for accumulation of annual leave at the same rate as sick leave and which has no limitation on annual leave accumulation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

<b>ANNUAL LEAVE ACCRUAL RATES UNCLASSIFIED, APPOINTED AND ACADEMIC STAFF</b>				
	<b>OPTION 1 UNIVERSITY SCHEDULE</b>		<b>OPTION 2 CIVIL SERVICE SCHEDULE</b>	
<b>YRS OF SERVICE</b>	<b>ACCRUAL RATE</b>	<b>MAX LEAVE BAL</b>	<b>ACCRUAL RATE</b>	<b>MAX LEAVE BAL</b>
1 - 3	14 hours	176 hours	8 hours	no limit
3 - 5	14 hours	176 hours	10 hours	no limit
5 - 10	14 hours	176 hours	12 hours	no limit
10 - 15	14 hours	no limit	14 hours	no limit
15 >	16 hours	no limit	16 hours	no limit