



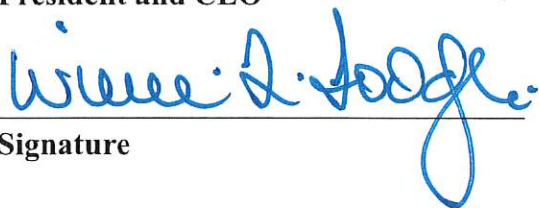
Policy Name: Leave Policy for
Administrative Officers

Policy Number: Administrative Policy
03.40.07.02

Date: March 30, 2026

Review Date: March 30, 2029

**Approved by Willie L. Todd, Jr., Ph.D.
President and CEO**


Signature



Annual Leave Policy for Administrative Officers

Policy Title: Annual Leave Policy for Administrative Officers

Policy Type: Administrative

Policy Number: 03.40.07.02

Approval Date: March 30, 2026

Responsible Office: Office of Human Resources

Responsible Executive: Designee of the President - Provost and Executive Vice President

Applies to: Administrative Officers on Twelve-Month Contracts

POLICY STATEMENT

Talladega College provides annual leave to administrative officers to support work–life balance, ensure rest and renewal, and maintain a healthy and productive workforce. This policy establishes the standards for earning, accruing, using, carrying forward, and compensating annual leave. It also outlines provisions for military leave, court-related leave, and special circumstances requiring leave advances.

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DEFINITIONS

Annual Leave: Paid time off earned monthly by eligible employees for vacation, personal time, or other approved absences.

Administrative Officers: Includes members of the executive cabinet, deans, and other 12-month faculty.

Leave Advance: Annual leave granted before it is earned.

Military Leave: Leave granted for federally funded military training or active duty as outlined in federal and state law.

CONTACT(S)

The **Office of Human Resources** officially interprets this policy and is responsible for obtaining approval for any revisions through the governance structures established in the *Creating and Maintaining Policies (2025)* framework. Questions regarding this policy should be directed to the Office of Human Resources.

STAKEHOLDER(S)

This policy applies to:

- Administrative Officers
- Faculty on Twelve-Month Contracts
- Department Chairs (12-Month)
- Office of Human Resources
- Office of the Provost and Executive Vice President

POLICY CONTENTS

1. Annual Leave Eligibility and Accrual

A. Beginning April 1, 2026, administrative officers on twelve-month contracts earn two (2) days of annual leave per month, totaling twenty-four (24) working days per year.

B. This annual leave is in addition to the ten (10) state-recognized holidays observed by Talladega College.

C. Administrative officers employed on twelve-month contracts who worked less than twelve months receive all state holidays occurring during their employment period and earn annual leave at the rate of two (2) days per month.

D. Annual leave is accrued on the first day of each month.

E. Leave may be taken only after it has been earned and must be scheduled with consideration for workload and office operations.

F. All leave must be approved in advance by the employee's supervisor.

G. Annual leave does not accrue during any month in which the employee is on leave without pay.

H. Employees whose appointment begins by the 15th of the month will accrue leave for that month.

2. Frontloading Leave:

Upon the effective date of an Administrative Officer's contract, the Administrative Officer will be front-loaded with their annual entitlement of twenty-four (24) days of leave, pro-rated to their start date. This leave is available for immediate use, subject to standard approval procedures.

However, this front-loaded leave is considered 'earned' pro rata over the course of the contract year. If the Administrative Officer separates from service prior to the end of the contract term, the value of any used but unearned leave will be deducted from their final paycheck.

Administrative Officers benefiting from this policy must sign the Employee Acknowledge Form for Frontloaded Leave Policy. (See Attachment A)

3. Use of Annual Leave

Employees are encouraged to use annual leave during the year in which it is earned to support well-being and prevent excessive leave accumulation.

Supervisors must coordinate schedules to ensure employees can take earned leave without disrupting essential operations.

It is not in the best interest of the College or the employee for an individual to work a full year without using earned leave.

4. Carryover of Annual Leave

To accommodate special workload or institutional needs, employees may carry forward a maximum of twenty (20) days of unused annual leave from one fiscal year to the next.

Leave balances may exceed twenty (20) days during the fiscal year due to monthly accruals; however, only twenty (20) days may be carried forward into the next fiscal leave-earning period. Any exceptions must be approved by the President.

5. Termination and Annual Leave

Employees will not be compensated for unused annual leave upon termination.

In exceptional cases where the College requires the continued presence of a key employee until the termination date, the President may authorize a lump-sum payout for up to twenty (20) days of accrued but unused annual leave.

6. Military Leave

- A. Administrative officers and twelve-month faculty who are members of reserve components of the U.S. Armed Forces (e.g., National Guard, Naval Reserve, Air Force Reserve, Army Reserve) will receive full pay for up to fifteen (15) workdays of federally funded military training per contract period.
- B. Voluntary military-related training (e.g., State Defense Force, National Defense Executive Reserve) is also covered.
- C. Annual leave does not need to be used for military training unless the employee exceeds the fifteen-day paid allowance.
- D. Employees will be granted unconditional military leave without pay for active duty not covered by paid military leave, typically up to four years.
- E. Information on benefits continuation and reinstatement is available through Human Resources.

7. Court-Related Leave

- A. Employees serving on a jury or appearing as a witness under subpoena will receive full pay and are not required to use annual leave.
- B. Court appearances unrelated to College employment require the use of annual leave.

EDUCATION AND COMPLIANCE

Talladega College will provide annual training for supervisors and employees on leave procedures, accrual rules, and documentation requirements. Compliance will be monitored through monthly leave reports, supervisor approvals, and periodic audits conducted by Human Resources.

PUBLICATION

This policy will be published on the Talladega College website and included in the Faculty and Staff Handbook.

REVIEW SCHEDULE

Next Scheduled Review: March 30, 2029

Approval: March 30, 2026

Revision History: New Policy

Supersedes: None

RELATED DOCUMENTS

- Talladega College Employee Handbook
- Creating and Maintaining Policies (2025)
- Military Leave and Reemployment Rights Act (USERRA)
-

FORMS

- Annual Leave Request Form
- Leave Advance Request Form
- Military Leave Documentation Form

“ATTACHMENT A”

Annual Leave Policy for Administrative Officers

**EMPLOYEE ACKNOWLEDGMENT FORM
Frontloaded Leave Policy**

Employee Name: _____

Position: _____

Department: _____

Start Date: _____

I, _____, acknowledge that I have read and understand the following policy regarding frontloaded leave:

- Upon the effective date of my contract as an Administrative Officer, I will be granted my annual leave entitlement of twenty-four (24) days, pro-rated based on my start date.
- I understand that this leave is made available for immediate use, subject to standard leave approval procedures.
- I further understand that this leave is considered earned on a pro rata basis over the course of the contract year.
- In the event that I separate from service prior to the end of my contract term, I agree that any leave taken but not yet earned will be considered unearned.
- I acknowledge and authorize that the value of any used but unearned leave may be deducted from my final paycheck, in accordance with applicable laws and policies.

By signing below, I confirm my understanding and acceptance of the above terms.

Employee Signature: _____

Date: _____

Employer/HR Representative: _____

Signature: _____

Date: _____

If you want, I can tighten the legal language further or adapt it for a specific jurisdiction.