



Minot State University

Policy Manual

Section 6

Annual Leave

Source: NDUS Human Resource Policy

1. Staff employees earn annual leave with pay. Upon approval, annual leave may only be used in place of regularly scheduled work hours and shall not cause overtime. Institutional operations govern annual leave periods. Consideration is given first to the convenience of the administration, departmental needs, then the employee's departmental seniority and finally to THE employee's preference.
2. Annual leave with pay, for benefited full-time employees, accrues based on rate per hour and is earned on the basis of continuous service from date of employment as follows:

First through third year – the equivalent of 12 days per year

Fourth through seventh year – the equivalent of 15 days per year

Eighth through twelfth year – the equivalent of 18 days per year

Thirteenth through eighteenth year – the equivalent of 21 days per year

Over eighteen years – the equivalent of 24 days per year

*Years of service shall be computed from employment anniversary date.

3. Annual leave for benefited part time employees is earned on a prorated basis.
 - a. Accumulated annual leave, up to 240 hours (or the equivalent on a prorated basis for benefited part-time employees) shall be carried forward on January 1 of each year.
4. Presidents, executive deans, provosts, vice presidents, positions excluded from the broadbanding system, and other positions approved by the president or chancellor at the time of hire are entitled to accrue a minimum of twelve working days and a maximum of twenty-four working days of annual leave each year to be taken at the convenience of the administration. The institution president or chancellor determines accrual rates for these employees.

5. Benefited staff employees eligible to accumulate annual leave must take forty hours (or the equivalent on a prorated basis for benefited part-time employees) of annual leave per year except for the year during which they are hired.
6. When a holiday occurs during annual leave, the holiday is not considered a day of annual leave.
7. Benefited staff employees terminating employment, or transferring to a position wherein annual leave accrual benefits do not apply, must be paid for earned unused annual leave at the hourly rate applicable at the time of termination or transfer subject to all approved payroll matched reductions/deductions. Unused annual leave shall include any leave carried over from the previous year and all accrued leave up to the date of termination.
8. In case of death, all earned, unused annual leave shall be paid according to Sec. 34-01-12 of the North Dakota Century Code.
9. Accrued annual leave for employees previously employed with other North Dakota institutions or agencies may be transferred to institutions under the State Board of Higher Education according to agreements between the employee and institution. If re-employment occurs within one calendar year, the re-employing institution shall credit the employee with prior years of service from any state agency in computing the annual leave accrual rate.
10. At the discretion of the department head and the concurrence of the appropriate administrative officer, an employee may be granted annual leave in advance of the accumulation thereof. If an employee terminates employment, any annual leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction.
11. Employees exercising FMLA rights may preserve up to 40 hours of their available annual leave balance while the remainder paid leave runs concurrent with the FMLA leave entitlement period. After FMLA eligibility is exhausted then FMLA protections shall not apply to the preserved annual leave balance.

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