1. A leave year for earning, accrual, and use of leave by employees is September 1 through August 31.

2. Annual Leave

Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

2.1. The official table for determining annual leave accrual is as follows:

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Annual Leave Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>1.00 day per month</td>
</tr>
<tr>
<td>5-9</td>
<td>1.25 days per month</td>
</tr>
<tr>
<td>10-14</td>
<td>1.50 days per month</td>
</tr>
<tr>
<td>15-19</td>
<td>1.75 days per month</td>
</tr>
<tr>
<td>20-above</td>
<td>2.00 days per month</td>
</tr>
</tbody>
</table>

2.2. A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

3. Court Attendance

Full-time employees of System institutions who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court.

4. Emergency Leave

A maximum of three days of emergency leave with pay may be granted to any full-time employee compensated from Salary Schedules A, B, C, and E during any leave year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is noncumulative.
4.1. Support personnel on Salary Schedule H may be granted a maximum of three days of emergency leave as above with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

4.2. Emergency leave will not be paid on termination or resignation of employment.

5. Military Leave

5.1. All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

5.2. All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state.

6. Personal Leave

6.1. Personnel Employed on Salary Schedules A, B, C, E, and H

Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.2. Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.3. Unused Personal Leave

Personal leave not taken will be converted at the end of the leave year to sick leave. Election
by the employee otherwise requires timely written notice by the employee to the institution.
7. Professional Leave

Professional leave with pay may be granted to any full-time employee when federal or other noninstitutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the monies received while on leave. The tenure status of persons on professional leave will be not affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

8. Sick Leave

8.1. Each full-time employee employed on Salary Schedules A, B, C, E, and H shall earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, Code of Alabama of 1975, as amended.

8.2. Each full-time employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term.

8.3. Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year until a maximum allowable days of sick leave is accumulated.

9. Sick Leave Bank

9.1. Upon the request of ten percent (10%) of the full-time employees of an institution, the President shall establish a sick leave bank plan for full-time instructional/professional/administrative employees and for full-time support employees, either jointly or separately. The decision of whether the sick leave bank will be joint or separate shall be made by the employees, using a secret ballot process.

9.2. The Board representative on each institution’s Sick Leave Bank Committee shall be the President of the institution or designee.

9.3. For purposes of a sick leave bank, the term “catastrophic illness” is defined as: any illness, injury, or pregnancy or medical condition related to child birth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

9.4. The Chancellor shall establish guidelines for operation of a sick leave bank at System institutions.

10. Transfer of Sick Leave

Sick leave earned while employed by a local Alabama public school system, higher education public institutions in Alabama, or the Alabama Department of Postsecondary Education may be transferred into a two-year college upon employment. The transfer of sick leave is limited to the number of days authorized by statute for two-year postsecondary education institutions.
11. Sick Leave Definitions

Sick leave is defined as the absence from regular duty by an employee for one of the following reasons:

11.1 Personal illness or doctor's quarantine;

11.2 Routine physical examinations, dental appointments, eye examinations, etc;

11.3 Personal injury which incapacitates the employee;

11.4 Attendance on an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee;

11.5 Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, uncle);

11.6 Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.);

11.7 Persons on maternity leave will be paid for earned sick leave on request.

12. Absences Due to Illness

After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee.