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Human Resources

Annual Leave

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/ Annual Leave

(Board Policy [420.1](#), [420.2](#))

On and after January 1, 2025, current eligible employees will continue to accrue annual leave at their existing December 31 accrual rate OR they will be slotted into the new annual leave accrual structure based upon whichever rate is the higher accrual rate for the employee.

Current employees will not experience a reduction in their annual leave accrual with the new annual leave accrual formula. An employee accruing at the maximum 15 hours per month will continue to accrue at 15 hours per month.

And as an example, an employee in the current non-exempt accrual formula with two completed years of service is currently accruing annual leave at eight hours per month. In the new accrual formula, that employee will accrual annual leave at 12 hours per month.

On and after January 1, 2025, employees hired or returning to employment with the University with prior creditable service (worked for two years at another Arkansas public university) will continue to receive service credit for that prior service in the new accrual formula.

Years of Employment	Annual Leave
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	Earned each month	Earned each calendar year
Up to 2 years	10 hours	15 days
2 – 3 years	12 hours	18 days
4 – 5 years	14 hours	21 days
More than 5 years*	15 hours	22.5 days

Note: You accrue annual leave at the end of each month, but you may not use it until the first of the following month. Eligible part-time employees earn leave in proportion to time worked.

*Highly qualified candidates, as confirmed by Human Resources, with a minimum of 5 years specialized skills and experience related to the role

being hired into will be **eligible upon hire** to earn 15 hours per month not to exceed 180 hours per year. This applies to exempt employees in Director level and above or other senior roles hired after January 1, 2025, as determined by the Chancellor, Provost, or VCFA.

[Tuesday, April 8, 2025 11:55 AM](#)

Wednesday, June 8, 2023 10:56 AM

[Monday, May 2, 2022 8:30 AM](#)

[Thursday, September 24, 2020 12:45 PM](#)

Tuesday, June 18, 2013 10:34 AM

Human Resources

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Payroll Services

1001 E. Sain

Fayetteville, AR 72703

479-718-1354

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