



# Annual Leave

## Policy & Guideline

University Facilities (UF)

Internal Guideline: 02.B.03.01

Effective Date: August 2009

Last Modified Date: January 2019

Approved by: Bob Wells, updated Todd Barnette

This document is included here for convenience.

## University Policy Summary

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Complete Policy is located at: [https://hr.app.clemson.edu/poly-proc/view\\_document.php?id=58](https://hr.app.clemson.edu/poly-proc/view_document.php?id=58)

### Goal:

To provide annual leave to all full-time equivalent (FTE) and time-limited employees with standard hours of 20 or more per week.

### Eligibility:

Annual leave shall be earned by and granted to employees in FTE and time-limited positions whose standard hours are 20 or more per week.