Summary/Purpose: The guidelines state the department head’s responsibility for administering leave policies appropriately, including informing employees of the leave policies and how to submit proper leave records. Explanation of how leave balances are accrued is also provided.

The University of Mississippi provides leave benefits in accordance with State and Federal law, and IHL Board Policy.

It shall be the responsibility of the department head to inform those working under them of policies on Personal (vacation) Leave and Major Medical (sick) Leave, how to submit proper leave records, and to administer the policies in accordance with the provisions stated below.

Employees who begin work from the first to and including the 15th of the month will receive credit for a full month; those who begin work on the 16th or later earn credit beginning on the first of the next month.

Employees are not allowed to carry a deficit balance for Personal (vacation) Leave or Major Medical (sick) Leave. Leave accruals will not be added to employees' balances until the last working day of the month. This time will be available for use beginning the first day of the next month.

The employee is responsible for recording work time and absences, including the use of leave, accurately.

Leave Programs:

- Personal Leave for 12-Month Employees
- Major Medical Leave-12-Month Employees
- Major Medical Leave-9-Month Employees
- Family and Medical Leave (FMLA)
- Donated Leave

Employees are not required to use accrued major medical or personal leave when receiving services at an on-site medical facility (Employee Health, Employee Assistance Program – EAP, physical therapy, dietician consultation, and speech & hearing).

Employees terminating from the University must work through the last working day of the month in order to accrue leave.

An employee who has been terminated and later is reemployed by the University will begin a new period of employment for leave purposes.