

## **Accruing Sick and Annual Leave**

In fulfilling obligations for university employment, it is expected that, for their own benefit, appointed University of Arkansas Libraries employees accrue paid sick and annual leave to cover vacations, illnesses, and other qualifying circumstances. If sufficient paid leave is not available to cover absences, employees must request and receive prior approval for a leave of absence without pay. The *UA Staff Handbook* Section 7.13, March 3, 2010, lists five (5) reasons when leave of absence without pay may be granted. The *UA Faculty Handbook* contains policies regarding leave for faculty and non-classified staff.

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