Annual (Vacation) Leave Time

Annual leave eligibility, accrual, and use are governed by the ASU System Annual Leave Policy and each ASU System institution's related campus operating procedure.

How much vacation/annual leave do I earn?

Full-time employees accrue vacation leave according to the number of years of employment for each complete month of service.

Years of Employment	Monthly	Annually
Through 3 years (1 through 36 months)	1 day (8 hours)	12 days
4th through 5th years (37th through 60th months)	1 day, 2 hours (10 hours)	15 days
6th through 12th years (61st through 144th months)	1 day, 4 hours (12 hours)	18 days
13th through 20th years (145th through 240th months)	1 day, 6 hours (14 hours)	21 days
Over 20 years (241st+ months)	1 day, 7 hours (15 hours)	22.5 days

Two hundred and forty (240) hours of unused annual leave may be carried over at the end of the calendar year.

I have worked for another state agency - how does that impact my annual leave accrual?

Please contact Payroll@AState.edu to discuss your prior service with other state agencies.

? Questions? Reach out to Human Resources—we're happy to help!

? A-State Human Resources
? 870-972-3454
? HR@AState.edu

Revision #9
Created 2025-06-24 17:00:25 UTC by Catherine Naylor
Updated 2025-11-20 16:18:08 UTC by Catherine Naylor