



Leave – Annual (6.22.2)

PURPOSE

The purpose of this policy is to establish the criteria and process regarding accrual of annual leave for employees at Tennessee State University.

POLICY

Please refer to TBR Policy [5:01:01:01, Annual Leave](#), for the most recent information.

PROCEDURE

The appropriate approving authority may require key administrative personnel to take a certain number of consecutive days of annual leave each year.

All personnel entitled to accrue annual leave may request use of annual leave at any time. Such requests are subject to the discretion of the approving authority who is responsible for planning the work under his or her control and should be approved only at such times as the employee can best be spared.

REFERENCE

[TBR Policy 5:01:01:01](#)

Updated 7/2014