

Leave Programs

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Bereavement Leave

Please refer to your Policies and Procedures Manual for specific details.

Personal Leave

Personal leave is available for 10-12 month faculty only. Employees can earn 1½ days per semester and 3 days per academic year. Personal Leave is not earned during summer semesters. Unused personal leave does not carry over to a new academic year.

Family and Medical Leave (FMLA)

FMLA allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period for qualified family or medical illnesses or events. If you have questions related to FMLA or need to begin the leave process, please contact Robin Murry at 334-229-5520 or rmurry@alasu.edu.



The Benefits of Vacation

- Blood pressure, heart rate and levels of the stress hormone epinephrine decrease on vacations after only one or two days
- Vacationers get three times more deep sleep when their trip is over as compared to those who have not recently taken time off
- Leisure activities have been linked to overall well-being and maintenance of solid physical and mental health

Sick leave

Monthly employees can accumulate 8 hours of sick leave per month. Bi-Weekly employees can accumulate 3.69 hours of sick leave per pay period. Sick leave accumulation is unlimited. Upon separation from Alabama State University, unused sick leave is transferrable to the Teachers' Retirement System (TRS) for service credit upon retirement.

Annual leave

Twelve month employees are eligible for annual leave. Employees may accumulate a maximum of 288 hours or 36 days. If applicable, any excess hours will be transferred to an employee's sick leave balance at the end of each calendar year.

Hourly accumulation for Sick Leave and Annual Leave is dependent on years of service with ASU:

Service Years	Monthly	Bi-Weekly
1-4	8 hours	3.69
5-9	10 hours	4.62
10-19	12 hours	5.536
20+	16 hours	7.384

Holidays

Alabama State University observes the following annual holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

Additional leave is granted at the discretion of the President and is announced in advanced.