

Policy 3.14 Vacation

Full-Time Faculty and Administrators

Full-time faculty and administrators whose assigned responsibilities extend over a 12-month period and who have completed one year of service as of June 30 of the current year accrue 22 vacation days per year. The vacation accrual for the first year of employment will be prorated based on full months of service as of June 30. Vacation time begins accruing immediately upon hire but may not be taken until completing six months of employment. Generally, accrued vacation days must be taken by the following June 30 or they will be forfeited. However, a maximum of 10 days may be carried over until September 30 with approval of the employee's supervisor and the Office of Human Resources. Specific vacation dates must be approved by the respective supervisor.

Requesting and Tracking Vacation: All paid time off for **administrator** staff must be requested and tracked through the university's Self-Service system, which ensures accurate and transparent management of paid time off. This platform enables employees to view their available paid time off hours for the fiscal year and submit requests for supervisor approval.

Non-exempt (hourly) non-union staff:

Vacation time is accrued as follows:

	<u>Full-Time (2,080 Hours)</u>	<u>Academic Year (40 weeks)</u>
1 month	7	5
2 months	13	9
3 months	20	14
4 months	27	19
5 months	33	23
6 months	40	28
7 months	47	33
8 months	53	37
9 months	60	42
10 months	67	47
11 months	73	51
12-24 months	80	56
2 years	88	62
3 years	96	67
4 years	104	73
5 years	112	78
6 years	120	84
7 years	128	90
8 years	136	95
9 years	144	101
10+ years	160	112
20+ years	168	118

- Vacation accruals are earned monthly and awarded annually at the beginning of the fiscal year (July 1). The vacation accrual for the first year of employment will be prorated based on full months of service as of June 30. Subsequently, accrual credit will not be given for partial months or partial years of service.
- Employees regularly scheduled to work less than 2,080 hours but at least 720 hours annually will receive prorated accruals. Proration will be based on regularly scheduled annual hours as related to 2,080 hours.
- Generally, accrued vacation days must be taken by the following June 30 or they will be forfeited. However, a maximum of 10 days may be carried over until September 30 with approval of the employee's supervisor and the Office of Human Resources. For Academic Year employees, accrued vacation days must be taken by the end of the academic year (last day of exams) or they will be forfeited.
- Accruals begin as of date of hire; however, vacation time cannot be used until successful completion of the orientation period. For Academic Year employees, up to 5 days (or prorated equivalent) must be used during scheduled time; earned time more than 5 days and up to the annual allotment must be requested during the following periods: Thanksgiving week, students' winter break, and/or spring break.
- Each department may have specific business needs that dictate staffing levels. Supervisors may restrict or deny time off during critical staffing periods.

All staff:

Earned vacation days are prorated for employees who terminate their employment with the University based on full months of service upon termination. The balance of unused banked vacation time and prorated earned vacation time will be paid out upon termination not to exceed 22 days. Termination dates may not be extended by using vacation time in lieu of a notice period.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement.