

VACATION POLICY

General Policy Provisions

Vacation time is earned on an annual basis. Vacation time should be tabulated on a fiscal year basis from July 1 to June 30. In general, vacations are scheduled between June Commencement and Labor Day. **However, if it is advantageous to the department or office to schedule vacations, or portions thereof, at other times during the year, this may be done provided that all vacations earned during a fiscal year are completed by June 30 of the following year.** Vacations should be arranged with departmental approval.

Unused, earned vacation not taken by June 30 of the following year cannot be carried forward into a new year, nor can these vacation days be cashed out.

Holidays Falling within a Vacation Period

A holiday, as specified in the University calendar and which falls within a vacation period, shall not be counted as a vacation day. Comparable time will be added to the vacation allowance whenever this occurs.

Vacation Accrual

The accumulation of vacation time will begin with the first month of employment if hired before the 16th of the month. If hired after the 16th, vacation accrual begins the second month of employment.

- Administrative and professional levels 12 through 17 and full-time faculty in the department of Cooperative Education accumulate vacation at the rate of two days per month.
- Faculty, who are employed on a 45 week or less basis, do not accrue vacation time.
- Administrative/professional personnel who work 45 weeks or less per year do not accrue vacation time.
- Administrative and professional levels 8 through 11 accrue vacation on the basis of the number of months employed during each fiscal year (July 1 - June 30). The number of days accrued is based on the employee's length of service as detailed below.

Number of Years Employed	Vacation Accrued Each Month of Employment
Less than 4 years	1.25 days -- maximum of 15 days/year
4 years or more but less than 14 years	1.67 days -- maximum of 20 days/year
14 or more years	2 days -- maximum of 24 days/year

- Office, support, technical, crafts, trades, and service employees accrue vacation on the basis of the number of months employed during each fiscal year (July 1 - June 30). The number of days accrued is based on the employee's length of service as detailed in the following table.

Number of Years Employed	Vacation Accrued Each Month of Employment
Less than 4 years	1 day -- maximum of 12 days/year
4 years or more but less than 9 years	1.5 days -- maximum of 18 days/year
9 years or more but less than 14 years	1.67 days -- maximum of 20 days/year
14 or more years	2 days -- maximum of 24 days/year

Example of How to Calculate Vacation

Mary Jones completed her fourth year of employment at the University on May 1, 2005. As an administrative assistant, she is entitled to one day per month accrued from July 1, 2004 to May 1, 2005 (10 days) and 1 1/2 days per month for time accrued from her anniversary date (May 1) to June 30, 2005 (3 days) for a total of 13 days of vacation.

When a New Employee Can Start Taking Vacation

Vacation is accrued each fiscal year and taken the following fiscal year. However, at the department's discretion, new employees in their first year of employment may use a portion of their accrued vacation time that would normally be used in the following fiscal year. Employees will need to utilize this option prudently since any days taken in year one will reduce the number of available vacation days for year two. Vacation time can only be taken if the vacation days have been accrued.

Payment of Vacation Accrued Upon Leaving the University

Any vacation accrued and not taken will be paid with the employee's last paycheck.

Vacation time cannot be used to extend the date of termination. The termination date is the last day worked.

Payment of Vacation Accrued Upon the Death of an Employee

In the case of the death of an employee, vacation accrued and not taken will be paid to the estate of the employee.