

VACATION POLICY

General Policy Provisions

The University encourages employees to use their accrued vacation time for rest and relaxation. As vacation time is accrued each month, employees may take time with their manager's approval but vacation days must be accrued before taken. Employees are expected to schedule appropriate time throughout the year; and managers should also encourage employees to take accrued vacation time over the course of the year. Vacation time is accrued on a fiscal year basis from July 1 to June 30. Unused, earned vacation not taken by June 30 of the following fiscal 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 by the 15th of the month. If hired after the 15th, 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
Up to 4 years of completed service	1.25 days -- maximum of 15 days/year
Over 4 years or completed service and less than 14 years of service	1.67 days -- maximum of 20 days/year
Over 14 years of completed service	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
Up to 4 years of completed service	1 day -- maximum of 12 days/year
Over 4 years or completed service and less than 9 years of service	1.5 days -- maximum of 18 days/year
Over 9 years or completed service and less than 14 years of service	1.67 days -- maximum of 20 days/year
Over 14 years of completed service	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.

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.