VACATION

Exempt Staff

Vacation is accrued for full-time exempt staff on fiscal year appointments. Pay level 11 and below accrue vacation hours to 15 days per year during the first four years of eligible employment. Beginning with the fifth year, vacation accrual is at a rate of 20 days per year.

Exempt staff classified pay level 12 and above accrue vacation hours to 20 days per year.

Employees paid from grant funds must utilize vacation prior to the expiration of the grant.

Any vacation allowances for eligible coaching staff will be determined and administered by the Athletic Director’s Office.

The maximum vacation balance at any time is twice the annual accrual.

No paid vacation may be taken during the initial introductory period (first three months of employment).

Non-Exempt Staff

Non-exempt staff accrue vacation based on years of service.

Employees working less than full time will accrue vacation on a prorated basis.

The maximum vacation balance at any time is twice the annual accrual rate.

Vacation time will be available for use upon accrual after the initial 3 month Introductory Period.

Vacation periods should be arranged in advance with the appropriate supervisor.

Vacation Earned During Days Per Year

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 through 3</td>
<td>10</td>
</tr>
<tr>
<td>Year 4 through 6</td>
<td>12</td>
</tr>
<tr>
<td>Year 7 through 10</td>
<td>15</td>
</tr>
<tr>
<td>Year 11 and above</td>
<td>20</td>
</tr>
</tbody>
</table>