

# VACATION

## Non-Exempt Staff (except Non-Exempt Professionals)

Non-exempt staff accrue vacation based on years of service. Non-exempt employees that work less than full time will accrue vacation on a prorated basis. The maximum accrual at any time is twice the annual maximum allowance. Vacation time will be available for use upon accrual after the initial three (3) month Introductory Period. Vacation periods should be arranged in advance with the appropriate supervisor. Vacation time is accumulated in the following years of service format:

<u>Vacation Earned During</u>	<u>Days Per Year</u>
Year 1 through 3	10
Year 4 through 6	12
Year 7 through 10	15
Year 11 and above	20

## VACATION (Non-Exempt Professional Staff)

Vacation is accrued for non-exempt professional staff. 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. The maximum accrual at any time is twice the annual maximum allowance. No paid vacation may be taken during the three (3) month Introductory Period. Staff on academic year appointments are not eligible for vacation.

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

Employees are paid for unused vacation upon separation from the University.  
Employees separated during the Introductory Period will not be paid for vacation.

## 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. Professional staff classified pay level 12 and above, as well as Library faculty, accrue vacation hours to 20 days per year. The maximum accrual at any time is twice the annual maximum allowance. No paid vacation may be taken during the three (3) month Introductory Period. Faculty and staff on academic year appointments are not eligible for vacation.

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

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

Employees (except for coaching staff) are paid for unused vacation at separation from the University.  
Employees separated during the Introductory Period will not be paid for vacation.