

## X. LEAVES, HOLIDAYS AND TIME AWAY FROM WORK

### A. Vacation

Staff employees who are categorized as either regular full-time or regular part-time with benefits earn vacation leave. During the first year of employment, regular full-time staff employees (other than Research Postdoctoral Fellows) can earn ten (10) days of vacation leave. During the second through the tenth years of employment, regular full-time staff employees (other than Research Postdoctoral Fellows) can earn fifteen (15) days of vacation leave per year. During the eleventh and later years of employment, regular full-time staff employees (other than Research Postdoctoral Fellows) can earn twenty (20) days of vacation leave per year. Staff employees who are categorized as regular part-time with benefits can earn a pro-rated amount of vacation leave based on the percentage of full time they work. Research Postdoctoral Fellows can earn five (5) days of vacation leave annually.

Vacation leave is earned for each completed pay period. The rate at which you accrue vacation leave varies depending on whether your work week is 37½ or 40 hours long.

Year of Employment	Rate of Accrual (hours per month)		Maximum Accrual Per Year (days)
	37½ hour work week	40 hour work week	
1	6.25	6.67	10
2 – 10	9.375	10	15
11+	12.5	13.3	20

Unless you are a Research Postdoctoral Fellow, you may accrue and carry over to the following year unused vacation leave up to two times (2X) your then-current rate of accrual per year. Once you have accrued this amount, you may continue to accrue vacation until your next subsequent anniversary date. On your next subsequent anniversary date, any unused vacation in excess of two times (2X) your then-current rate of accrual per year will be forfeited. Vacation leave may also be donated to the vacation transfer pool. If you are a Research Postdoctoral Fellow, you must use your accrued vacation during the year it is accrued or lose it. You may not carry over unused accrued vacation to the following year.

You may not use vacation leave before it is accrued. Note: You do not accrue vacation leave unless and until you have completed six (6) consecutive months of employment with the University. If you resign or are terminated prior to completing six (6) consecutive months of employment, you have no accrued vacation leave.

If you transfer from one department to another, your accrued vacation leave will transfer with you. If you transfer from a staff position to a faculty or administrative position, a record of your vacation leave accrued prior to the transfer will be maintained, and unless you are a Research Postdoctoral Fellow, you will receive payment for any accrued but unused vacation leave up to a maximum of two times (2x) your annual rate of accrual when your employment with the University terminates, at the pay rate applicable prior to the transfer. Research Postdoctoral Fellows will receive payment for any accrued but unused vacation leave when employment with the University terminates.

You will continue to accrue vacation leave while on paid leave, but you will not earn vacation leave while on unpaid leave, except in the case of certain types of military leave. See the “Military Leave” section of this Handbook.