

Vacation Leave Accrual

Vacations are granted for dates and duration requested by employees, provided that the department is not adversely affected. Supervisors have the authority to determine if the timing or the length of a vacation has such an adverse effect on departmental operations. Vacation leave cannot be granted until after it has been accrued. Staff in benefit positions are eligible for the vacation accrual noted below:

Vacation Leave Accrual Schedule (Non-Exempt Staff)

Hours in Pay Status Per Pay Period	Number of Vacation Leave Hours Earned per Pay Period
0.00 – 9.00	0.00
9.25 – 19.00	0.85
19.25 – 29.00	1.69
29.25 – 39.00	2.54
39.25 – 49.00	3.39
49.25 – 59.00	4.23
59.25 – 69.00	5.08
69.25 – 79.00	5.92
79.25 +	6.77
<i>Maximum Hours Earned per Fiscal Year</i>	<i>176</i>
<i>Maximum Accumulation of Hours</i>	<i>304</i>

Vacation Leave Accrual Schedule (Exempt Staff)

Appointment FTE	Number of Vacation Leave Hours Earned Per Pay Period
0.00 – 0.49	0.00
0.50 – 0.74	5.08
0.75 – 1.00	6.77
<i>Maximum Hours Earned per Fiscal Year</i>	<i>176</i>
<i>Maximum Accumulation of Hours</i>	<i>304</i>

Maximum Accrual

Each employee (USS and UPS) is allowed to accrue a maximum of 304 hours. Employees are encouraged to take leave throughout the year instead of waiting until the maximum accumulation is reached when it may create a hardship for the department.

Separation of Employment and Retirement

Persons who leave University service with a vacation leave balance, subject to policy limits, will be paid for these hours in addition to regular pay. An employee may receive, upon separation of employment, payment of no more than 176 hours of vacation leave. An employee who is retiring (or who separates from service and is retirement eligible) may receive payment of up to 240 hours of annual leave.