

# Vacation and Personal Holiday Accrual and Use

Employees earn vacation time based on their position and length of service. Following is information on personal holidays and vacation accrual, maximum balances and use.

## Monthly Vacation Accrual

Employee Classification	Length of Service	Hours per Month
Part time employees	pro rata basis	
Units 1, 2, 4, 5, 6, 7, 8 and 9	1 month - 3 years	6 2/3
	37 months - 6 years	10
	73 months - 10 years	11 1/3
	121 months - 15 years	12 2/3
	181 months - 20 years	14
	241 months - 25 years	15 1/3
	301 months +	16
Executive (M98), MPP (M80), Confidential (C99)	N/A	16

## Maximum Accrual

Employee Classification	Less than 10 years	More than 10 years
Units 2, 3, 4, 5, 7 and 9	320	440
Units 1, 6, 8, 10 and E99	272	384
Unit 11	80	80
Unit 12	272	440
MPP and Confidential (C99)	384	440
Executive (M98)	480	480

- Employees must be compensated for 11 workdays in the pay period to accrue vacation credits for that month. Vacation credits may not be used prior to their accrual, which occurs on the first day of the following pay period.
- Vacation requests must be submitted in advance to an employee's supervisor for approval. Based upon the operational needs of the department, vacations shall be scheduled and taken only as authorized by the appropriate administrator.
- Balances which exceed the maximums on January 1st are forfeited unless an exception has been approved prior to the end of the calendar year.

### **Vacation Rollover Request Form**

- Upon separation from the California State University, employees are entitled to lump sum payment of unused vacation time.
- Employees receive one (1) personal holiday per calendar year. The personal holiday must be used in a single increment and is forfeited if not used by December 31st. Part-time employees receive pro rated personal holiday credit based on the number of hours paid during the pay period in which it is used.