

VACATION POLICY FOR EXEMPT STAFF

Exempt employees [non-faculty]* earn **paid vacation** of twenty (20) days for a twelve month appointment on a July 1 – June 30 period [or 1 2/3 days of vacation for each full month worked. Employees who work less than 12 months will have a prorated amount of vacation. For example:

The employee who works 10 months will earn and use 17 days vacation in that same year.

An employee who is at work on July 1 and works 12 full months will earn 20 days vacation.

An employee who starts work on December 1 on a twelve month appointment would work seven full months and would earn 12 days vacation in the first year.

Vacation is to be used in the year earned, on a July 1 – June 30 schedule. For instance days earned in the July 1, 2007 – June 30, 2008 period are to be used in that same period of time. Vacation not used as of June 30 each year is lost [*use it or lose it*].

Vacation can be used at any time with supervisor approval, taking into consideration needs of both the individual and the position/University. The supervisor is responsible for maintaining records of vacation use.

Employees upon resignation or separation from service are paid for unused vacation accrued in the current year ONLY [the amount would never be greater than the 20 day annual accrual]. If a supervisor has approved a carry-over of vacation from one year into the next those days can not be “cashed-in” upon separation. For instance: if an employee worked from July 1 to Sept. 30 with Sept. 30 being the last day of work the employee has earned 5 vacation days, which can be paid to the employee if unused. However, if the supervisor had approved carrying-over 4 days of vacation from the prior year those 4 days could not be included in the separation pay-out.

* For exempt staff whose work is integrated with or modeled on the academic schedule, vacation days are NOT in addition to days away from the job during semester breaks. Rather days away from the job other than official holidays must be considered vacation days. The work schedule must be agreed upon with their supervisor, and they may be required to take vacation during academic schedule breaks. Academic breaks should not be considered additional paid days off.