



**Vacation Leave Policy # 1710.330**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  February 18, 2026	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Employee & Labor Relations
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**POLICY STATEMENT**

Employees shall accrue vacation leave in accordance with the table included in this policy.

Vacation leave earned during any pay period shall be credited to the employee on the last day of that pay period. During an approved leave of absence with pay, an employee shall continue to accrue vacation leave, prorated based on the number of paid hours in the applicable pay period.

An employee may carry over vacation leave from year to year up to the maximum amount reflected in the table. An employee cannot be paid for or accrue vacation leave in excess of the maximum vacation accrual rate.

Vacation leave must be approved by the supervisor prior to the employee taking the time off from work. The University’s operational needs shall be the basis for approving leave.

Vacation leave should be used to schedule sufficient time off for relaxation to promote good physical mental health; however, earned vacation leave may be used for any other purpose.

Regular part-time employees shall earn vacation leave in proportion to the hours paid during the pay period.

If an employee becomes eligible to use sick leave while on vacation and provides supporting medical documentation, accrued sick leave will be applied to the qualifying absence in place of accrued vacation leave.

After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount.

For Law Enforcement Personnel:

Vacations and regular days off shall be scheduled based on business necessity, seniority and employee preference, in this priority order. In implementing this provision, nothing shall preclude the university from making reasonable accommodations for extraordinary leave requests or ensuring the fair distribution of leave during holidays.



<b>Non-Exempt Personnel</b>		
<b>Length of Service</b>	<b>Hours Accrued Per Pay Period</b>	<b>Maximum Accrual and Payout Hours</b>
Less than 5 years	5 Hours	
More than 5 years but less than 10 years	6 Hours	
More than 10 years	7 Hours	
		250

  

<b>Exempt Personnel</b>		
<b>Length of Service</b>	<b>Hours Accrued Per Pay Period</b>	<b>Maximum Accrual and Payout Hours</b>
N/A	7	352
Executive Service	9.2	480

**SCOPE**

This policy applies to all administrative, staff and out of unit faculty employees. (In Unit Faculty should be referred to the UFF Vacation Policy).

**REASON FOR POLICY**

To administer a uniform procedure of accruing and utilizing vacation leave.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Employee	A person employed for wages or salary, especially at nonexecutive level.

**ROLES AND RESPONSIBILITIES**

Employees should request leave in accordance with the leave request process of their respective department. Supervisor will approve leave based on business necessity and in a timely manner.

**RELATED RESOURCES**

N/A



#### CONTACTS

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#### HISTORY

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): November 13, 2008; April 29, 2021; February 15, 2024; May 7, 2025; February 18, 2026.