



Vacation Leave Policy # 1710.330

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT 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 leaves of absence with pay, an employee shall continue to earn vacation leave credits.

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.

Once vacation leave has started, illness or injury that occurs during this time may not be transferred to sick leave unless the employee is hospitalized. Medical documentation must be provided to support the leave transfer.

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.



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

Exempt Personnel		
Length of Service	Hours Accrued Per Pay Period	Maximum Accrual and Payout Hours
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	
TERM	DEFINITIONS
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

Division of Human Resources
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HISTORY

Initial Effective Date: July 2005

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

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