University Staff (non-bargaining unit faculty and employees)

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACATION LEAVE</td>
<td>July 2005</td>
<td>1710.330</td>
</tr>
</tbody>
</table>

**POLICY STATEMENT (R*)**

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 and 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 certification 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**

<table>
<thead>
<tr>
<th>Length of Service with University</th>
<th>Hours Accrued Per Pay Period</th>
<th>Maximum Accrual and Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>5 hours</td>
<td></td>
</tr>
<tr>
<td>More than 5 years but less than 10 years</td>
<td>6 hours</td>
<td></td>
</tr>
<tr>
<td>More than 10 years</td>
<td>7 hours</td>
<td>250</td>
</tr>
</tbody>
</table>
Exempt Personnel

<table>
<thead>
<tr>
<th>Length of Service with University</th>
<th>Hours Accrued Per Pay Period</th>
<th>Maximum Accrual and Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>7</td>
<td>352</td>
</tr>
</tbody>
</table>

Nine-month Faculty Members

<table>
<thead>
<tr>
<th>Length of Service with University</th>
<th>Hours Accrued Per Pay Period</th>
<th>Maximum Accrual and Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>0 (none)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

REASON FOR POLICY (O*)
To administer a uniform procedure of accruing and utilizing vacation leave.

DEFINITIONS (R*)
“Seniority” is continuous service in a job classification. This definition applies to Law Enforcement Personnel, is only for the purpose of this policy, and does not apply to layoffs.

HISTORY (R*)
Effective Date: July 1, 2005; Revision Date: November 13, 2008.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Employee and Labor Relations
Florida International University
11200 S.W. Eighth Street - PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

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*R = Required  *O = Optional