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 mental health; however, earned vacation leave may be used for any other purpose.

Regular part-time employees shall earn vacation leave in proportion to their FTE.

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.

FLORIDA INTERNATIONAL UNIVERSITY
VACATION ACCRUAL SCHEDULE

Non-Exempt Personnel

<table>
<thead>
<tr>
<th>Length of Service</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</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>
REASON FOR POLICY (O*)
To administer a uniform procedure of accruing and utilizing vacation leave.

HISTORY (R*)

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

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Payroll Department and Employee Records
Division of Human Resources
11200 S.W. Eighth Street, PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required  *O = Optional