



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
VACATION LEAVE (AFSCME)	June 2, 2017	1725.305

**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**

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

**REASON FOR POLICY (O\*)**

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

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

**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

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**\*R = Required \*O = Optional**