

Amendments to HR 5.2 Vacation Leave
Effective January 1, 2020

HR 5.2 Vacation Leave

Vacation leave with pay is available to eligible regular full-time employees to provide opportunities for rest, relaxation and personal pursuits. Time is accrued on a monthly basis, and rates of accrual vary by the position and longevity of the employee, as follows:

<i>POSITION</i>	<i>HIRE DATE</i>	<i>AFTER 5 YEARS</i>	<i>AFTER 10 YEARS</i>	<i>AFTER 15 YEARS</i>
Executive: President, Vice President, Assistant/Associate Vice President	15 hr./month	15 hr./month	15 hr./month	15 hr./month
Deans, 12-month Faculty, Directors, Assistant /Associate Directors, Management	13.5 hr./month	13.5 hr./month	13.5 hr./month	15 hr./month
All Others (*Sponsored Programs see below)	7. hr./month	10 hr./month	13.5 hr./month	15 hr./month

Vacation leave is earned from the date of full-time employment. **Vacation leave is accrued to an accumulated maximum of 480 hours for all full- time employees hired before January 1, 2020. Effective January 1, 2020, all full- time newly hired employees hired on January 1, 2020 or after will accrue vacation leave to an accumulated maximum of 240 hours.** University observed holidays that fall within an employee’s scheduled vacation will not be charged as vacation time. Employees who transfer to another department, if not a contract or sponsored program employee, retain their accrued vacation time and length of service.

All vacations are to be scheduled with the employee’s supervisor, who will make reasonable efforts to minimize restrictions. Supervisors may deny leave if it is determined to be in the best interest of the University.

Upon termination, employees will be paid for accrued unused vacation hours.