Exempt -- Vacation

Eligible exempt Staff Personnel assigned on a fiscal year basis are eligible for vacation. Exempt Staff Personnel assigned on an academic year basis are not eligible for vacation due to the nature of their assignment.

Exempt Staff Personnel begin earning vacation days with the effective date of employment; however, vacation is not available for use until the completion of your probationary period of three calendar months of continuous employment. The vacation days may be used in full-day (eight-hour) or half-day (four-hour) increments.

The number of vacation days to which you are entitled depends upon salary grade, the number of days in pay status (work or entitled to pay for time-off) within a month, and the length of service. Vacation days for exempt Staff Personnel are calculated at the following rates if in pay status at least 15 days during the month:

Salary Grades 1 through 12

- One and one-half days per month beginning with the effective date of employment.
- Two days per month beginning with the fifth Anniversary Date of employment.

Salary Grades 13 and above

- Two days per month beginning with the effective date of employment.

In pay status at least ten but less than 15 days during a month, vacation days are calculated at one-half the foregoing rates; in pay status less than ten days in a month, no vacation is earned. If employed for less than full-time, the number of hours per vacation day is reduced proportionately.
For purposes of calculating vacation days, your Anniversary Date is determined as follows:

- If the effective date of your employment is no later than the first University work day of the month, your Anniversary Date is the first calendar day of that month.

- If the effective date of your employment falls after the first University work day of the month, your Anniversary Date is the first calendar day of the following month.

All vacation days earned during a fiscal year must be used during the 14-month period commencing with July 1 of the fiscal year. Any vacation not taken in the allotted time period is lost; no cash equivalent will be paid.

In case of resignation, vacation is not earned following the last actual day worked. If you resign from the University prior to the end of the fiscal year, you will be paid for unused vacation to which you are entitled; however, if the number of vacation days taken exceed the number to which you are entitled, your final paycheck will be reduced accordingly. You are expected to provide at least two weeks advance notice of the resignation.