Faculty/Professional – Vacation

Faculty/Professional Personnel assigned on a fiscal year basis, are eligible for vacation. Faculty/Professional Personnel assigned on an academic year basis are not eligible for vacation due to the nature of their assignment.

A maximum of 24 vacation days is provided for each fiscal year worked. Vacation days earned in the fiscal year may be utilized anytime during the 14-month period commencing with July 1 of the fiscal year subject to the approval of your immediate supervisor. Vacation days are to be used in full-day (eight-hour) or half-day (four-hour) units only. The total number of vacation days available, beginning with the effective date of employment, is calculated for each month of employment as follows:

- Two days if you receive pay for at least 15 regularly scheduled work days.
- One day if you receive pay for at least 10 but less than 15 regularly scheduled work days.

If employed for less than full-time, the number of hours per vacation day is reduced proportionately.

If employment terminates prior to the end of the fiscal year:

- Vacation days are not earned following the last day of actual work.
- You will be paid for unused vacation to which you are entitled.
- If vacation days taken exceed the number to which you are entitled, your final paycheck will be reduced accordingly.