Nonexempt – Paid Vacation

Eligible nonexempt Staff Personnel begin earning vacation hours with the effective date of employment; however, vacation is not available for use until the first payroll period following completion of your probationary period of three calendar months of continuous employment. Vacation hours may be used in one-hour increments; however the request to use vacation in one-hour increments will not be approved by the supervisor if the absence of the employee from the workplace would require that a substitute or replacement be employed. The available vacation hours reported to you on the paycheck stub represent the number of hours earned as of the end of the pay period for which the check is issued.

Salary Grades 1 through 10

• .0461538 of an hour for each hour in pay status excluding overtime hours beginning with the effective date of employment.
• .0692307 of an hour for each hour in a pay status excluding overtime hours beginning with the third year of employment.
• .0923076 of an hour for each hour in a pay status excluding overtime hours beginning with the eleventh year of employment.

Salary Grades 11 and 12

• .0692307 of an hour for each hour in a pay status excluding overtime hours beginning with the effective date of employment.
• .0923076 of an hour for each hour in a pay status excluding overtime hours beginning with the sixth year of employment.

Salary Grades 13 and above

• .0923076 of an hour for each hour in a pay status excluding overtime hours beginning with the effective date of employment.

All vacation hours earned during a fiscal year must be used on or before the last day of the following fiscal year (June 30). 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 after the beginning of the reporting period following satisfactory completion of your probationary period, you will be paid for earned and unused vacation.