


<b>Effective Date</b>		<b>Date of Revision</b>	 <b>Policies, Rules And Regulations</b>
2-25-87			
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Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:

**Clerical-Secretarial and Maintenance-Food Service**

3.6923 hours every two week period for the first twelve (12) months of continuous service. (12 days per year).

4.6154 hours every two week period for the thirteenth (13th) month through the ninety-sixth (96th) month of continuous service. (15 days per year--2nd through 8th year).

5.5385 hours every two week period for continuous service for the 97th month and for any month of continuous service through the 143rd month of continuous service. (18 days per year--9th through 11th year).

6.1538 hours every two week period for continuous service for the 144th month and for any month of continuous service thereafter. (20 days per year--12th year and over)

**Administrative-Professional Staff**

Administrative-Professional staff, in pay ranges AP5 and below shall accumulate 4.6154 hours for every two week period of continuous service for the first 24 months of continuous service and 6.1538 hours thereafter.

Administrative-Professional staff, in pay grades AP6 and above shall accumulate 6.1538 hours for each two week period of continuous service.

Part-time employees shall accumulate vacation time as provided above prorated based on the ratio of the number of hours regularly worked and forty hours.

For purposes of this section, a two week period of continuous service is deemed to be any two week period in which an employee works or is compensated for (e.g. paid vacation days, paid sick days, paid holidays) more than 50 percent of his or her regularly scheduled work days (based on the University payroll system).

If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of 12 months of continuous service, he or she shall reimburse the Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after

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having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.

The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Vacation days accumulated will be paid to the employee at termination. The vacation days are not to be used to prolong the employment termination date.

All vacation shall be taken at the convenience of the Employer and must have the approval of the employee's supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his vacation within that period shall forfeit all rights to such vacation time with the following exception:

If an employee is unable to take his vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of the Personnel Department, and such unused vacation time must be taken during the next vacation period.

If it is to the mutual convenience of the Employer and the employee, any employee with more than 12 months of continuous service may take part or all of the vacation time he/she has earned at any time during the year in which it is accruing.

Vacation schedules shall be set up by the Employer so as to permit the continued operation of all of the Employer's facilities and functions without interference. In the event two or more employees request to take their vacation at the same time and the employer determines that it cannot honor all such requests, the senior employee(s) shall be given preference, provided such senior employee(s) could otherwise be scheduled for vacation in accordance with the above.

Accrued vacation days will be paid to all employees at the time of termination of active service.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

#### Authority for Creation or Revision

Minutes of the Board of Regents, February 25, 1987; para. .3437M.