

**ARTICLE 22**

**VACATION**

22.1 Employees are eligible for paid vacation in accordance with the schedule in provision 22.2 below.

22.2 Vacation Schedule

- a. Service requirements below are in terms of full-time service. Vacation credit shall be pro rata for employees who work less than full-time.

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Service Requirements	<u>Vacation Credit Per Monthly Pay Period</u>	
	DAYS	HOURS (Hourly Equivalent) of Days
1 Month To 3 Years	5/6	6-2/3
37 Months To 6 Years	1-1/4	10
73 Months To 10 Years	1-5/12	11-1/3
121 Months To 15 Years	1-7/12	12-2/3
181 Months To 20 Years	1-3/4	14
241 Months To 25 Years	1-11/12	15-1/3
301 Months And Over	2	16

- b. For purposes of computing vacation credit, an employee who is in pay status eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
- c. An authorized leave of absence without pay shall not be considered service for the purposes of vacation accrual.
- d. Vacation credits are cumulative to a maximum of two hundred and seventy-two (272) working hours for ten (10) or less years of qualifying service, or three hundred and eighty-four (384) working hours for more than ten (10) years of such service. Accumulations in excess of this amount as of January 1 of each year shall be forfeited by the employee. The President may permit an employee to carry over more than allowable credits when the employee was prevented from taking enough vacation to reduce the credits because the employee (1) was required to work as a result of fire, flood or other extreme emergency, (2) was assigned work of priority or critical nature over an extended period of time, (3) was absent on full salary for compensable injury, or (4) was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.

- e. A probationary employee shall not take vacation until completion of one (1) month in work status.
- f. Requests for scheduling vacation shall be submitted in writing to the appropriate administrator at least thirty (30) days in advance. Vacations shall be scheduled and taken only as authorized by the appropriate administrator. Upon an employee's specific written request, the CSU's response to a request for approval to schedule vacation shall normally be provided in 5 business days, subject to the operational needs of the Health Center. When authorized to do so by the appropriate administrator due to unforeseen or extenuating circumstances, an employee may take vacation without submitting a written request thirty (30) days in advance. If a conflict in vacation requests arises, the appropriate administrator shall give consideration to the employee(s) with the most seniority, provided that the employee(s) have submitted vacation requests at least thirty (30) days in advance and operational needs are met.
- g. Upon separation from service without fault on their part, an employee is entitled to a lump sum payment as of the time of separation for any unused or accumulated vacation. Such sum shall be computed by projecting the accumulated time on a calendar basis so that the lump sum will equal the amount which the employee would have been paid had they taken the time off, but not separated from service.