

ARTICLE 16

VACATION

16.1 Employees are eligible for paid vacation in accordance with provision 16.2 below.

16.2 Vacation Accrual

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

Vacation Accrual Per Monthly Pay Period

Service Requirement	Days	(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 accrual, permanent, probationary or temporary employee who are in compensable status eleven (11) or more days in a monthly pay period are considered to have completed a month of service.
- c. Following completion of each 160 hours of qualifying service in a calendar year, Limited Hourly employees accrue vacation, based on their service, according to the schedule above in provision 16.2 a. to a maximum of twelve (12) accruals in a calendar year.
- d. An authorized leave of absence without pay shall not be considered service for the purpose of vacation accrual.

- e. Vacation accrual is 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. Accrual 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 the allowable accrual when the employee was prevented from taking enough vacation to reduce the accrual 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 or partial salary for compensable injury; or (4) was prevented from using accrued vacation previously scheduled to be taken in December because of being on paid sick leave.
- f. Vacation Scheduling: Requests for scheduling vacation shall be submitted in writing at least thirty (30) days in advance. Vacations shall be scheduled and taken only as authorized by the appropriate administrator. If a conflict arises when two (2) or more employees request the same vacation dates, the conflict will be resolved on the basis of seniority. If an employee submits a vacation request for three (3) days or less with less than thirty (30) days notice, such request will be approved subject to reasonable¹ operational needs.
- g. Upon separation from service due to voluntary resignation, retirement or layoff, an employee is entitled to a lump sum payment as of the time of separation for any unused or accumulated vacation and CTO. 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 he/she taken the time off, but not separated from service.
- h. Employees separated from service for cause are entitled to a lump sum payment for any used or accumulated vacation and CTO. The computation of this sum shall be based on actual accumulated time without projection as provided in provision 16.2.g.

¹ There may be times in the year when vacation requests will be refused for reasonable operational reasons. For example, an administrator may exercise his/her discretion to refuse to authorize vacation around key campus events i.e. commencement, or where there is a scheduled project and certain employees are critical to the success of that project, or where granting the vacation requested would cause other demonstrable operational issues for the campus. However, blanket prohibitions on all employees taking any vacation for extended periods i.e. no vacation for any employee over the entire length of the summer break, would not be a reasonable exercise of managerial discretion under this article.