

VACATION ACCRUAL TABLE

[Policy 5-301](#) / [Rule 5-301A](#)

Maximum Accrual: Present accrual x 12 (months) + 240 hours = maximum accrual amount carried over to the next calendar year or amount paid out at termination.

NON – EXEMPT STAFF					
Service Years	Hours Earned Per Month	Days Earned Per Month	Hours Earned Per Year	Days Earned Per Year	Maximum Accrual
0 to 5	8	1	96	12	336
5+ to 10	10	1.25	120	15	360
10+ to 15	12	1.5	144	18	384
15+ to 20	13.333	1.67	160	20	400
20+ or More	14.667	1.83	176	22	416

EXEMPT STAFF					
Service Years	Hours Earned Per Month	Days Earned Per Month	Hours Earned Per Year	Days Earned Per Year	Maximum Accrual
0 to 5	10	1.25	120	15	360
5+ to 10	12	1.5	144	18	384
10+ to 15	13.333	1.67	160	20	400
15+ or More	14.667	1.83	176	22	416

ACADEMIC STAFF				
	0 to 5 Years of Service	5+ to 10 Years of Service	10+ to 15 Years of Service	15+ or More Years of Service
Days Per Year	15	18	20	22

Vacation hours are tracked in the department. Unused vacation does not roll over to next calendar year and is not paid out at termination.

ADMINISTRATION (<i>Director Level and Above</i>)
25 Days Per Year
Vacation hours are tracked in the department. Eligible administration may roll over up to 10 days to the next calendar year. Unused vacation is not paid out at termination of employment.

FACULTY (<i>Must have 12-month contract</i>)
25 Days Per Year
Vacation hours are tracked in the department. Eligible faculty may roll over up to 10 days to the next calendar year. Unused vacation is not paid out at termination of employment.

POSTDOCTORAL FELLOWS AND POSTDOCTORAL RESEARCH ASSOCIATES	HOUSESTAFF
15 days per year	15 days per year
Vacation use is tracked by department. Unused vacation does not roll over to next calendar year and is not paid out at termination.	Vacation use is tracked by GME Office. Includes three full weeks, which may equate to 21 days. Unused vacation does not roll over to next calendar year and is not paid out at termination.

Please Note: This table applies to employees in positions with 100% FTE. The number of hours/days of vacation are *pro-rated* for FTEs between 75% and 99%. For Example: If a non-exempt employee who is within their first five years of service has an FTE of 75%, then the number of hours they would accrue each month would be 6 (8 x .75 = 6) and not 8.