Policy title	Category
Vacation Leave Exempt Staff	Human Resources
Owner	**Approved by**
Human Resources	Board of Governors

Policy statement

Vacation for full time exempt staff - must adhere to the following terms:

- Employees earn a vacation period of twenty working days (160 hours) with pay each year.
- Each month the employee accrues 13.33 hours of vacation. Employees can accrue up to a maximum of 30 working days (240 hours).
- Once an employee accrues 240 hours of vacation, vacation no longer accrues until the employee uses vacation to bring their total accrual below 240 hours.
- Employees working less than twelve months receive vacation at an accrual rate that is prorated according to the position's budgeted hours worked during the budget year or Full Time Equivalency (FTE).
- The employee will be paid for all accrued but unused vacation at the time of termination of employment.
- Leave request entry into Self Service with supervisor's electronic approval signature is required in advance of taking vacation leave.
- Employees must use paid time off benefits prior to requesting or asking for supervisor's approval of unpaid time off.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

Last revised date
January 17, 2020