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

Policy statement

Vacation for nonexempt employees must adhere to the following terms:

- Employees earn a vacation period of 10 working days (80 hours) with pay each year.
- Each pay period the employee accrues 3.33 hours of vacation. Employees can accrue up to a maximum of 15 working days (120 hours).
- Once an employee accrues 120 hours of vacation, vacation no longer accrues until the employee uses vacation to bring the total accrual below 120 hours.
- After one year of employment, employees earn a vacation period of 15 working days (120 hours) with pay each year.
- Each pay period the employee accrues 5 hours of vacation. Employees can accrue up to a maximum of 23 working days (180 hours) after one year.
- Once an employee accrues 180 hours of vacation, vacation no longer accrues until the employee uses vacation to bring the total accrual below 180 hours.
- Part-time positions with 520 budgeted hours or more or Full Time Equivalency (FTE) of .25 will be eligible for prorated paid vacation leave.
- Employees working less than twelve months or part-time 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 all accrued unused vacation at the time of termination of employment
- Supervisor approval in advance or absence request forms with supervisor approval and signature are turned in with the timesheet or sent on the last pay period date to the Human Resource Office.
- Vacation time must be recorded on the timesheet.
- 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 23, 2025