

Policy archived. Please refer to University Policy Library for current policy.

515 Vacation

515.1 Exempt Staff

515.1.1 Level 12 or Higher. Exempt Staff classified pay level 12 or higher earn 20 days of vacation per year.

515.1.2 Level 11 and Below. Exempt Staff classified pay level 11 and below earn vacation based upon 15 days of vacation during years one through four and 20 days during years five and above.

515.1.3 Employees Not Covered. Regular Faculty and Instructors (except librarians) are not covered by the vacation policy.

515.1.4 Coaching Staff. Any vacation allowances for eligible coaching staff will be administered by the Athletic Director's Office.

515.1.5 Librarians. Librarians earn 20 working days' vacation per year.

515.2 Non-Exempt Staff

All full-time Non-Exempt Staff earn vacation based on the following schedule:

Vacation Earned During	Days
Year 1 through 3	10
Year 4 through 6	12
Year 7 through 10	15
Year 11 and above	20

515.3 Non-Exempt Professional Staff

All full-time Non-Exempt Professional Staff earn vacation based upon 15 days of vacation during years one through four and 20 days of vacation during years five and above.