

Policy No. 603

Area: Human Resources

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Annual Leave for Non-Bargaining Staff

A vacation is intended to be a time during which the employee is not responsible for the normal duties of his or her position. This is compensated time off. The University desires that its employees take the vacation time granted to them as a benefit. The following guidelines are used to grant paid vacation time.

Those full-time 12-month senior administrators, which includes the President and Vice Presidents, are eligible immediately for 22 days' vacation per year.

Those full-time 12-month exempt employees (non-bargaining unit employees) holding positions designed as a director/department head, and/or directly answering to the President or a Vice President, are eligible immediately for 15 days' vacation per year through five years of employment. (These vacation days cannot be used until the end of the 90-day introductory period.) These employees will then receive 22 days' vacation per year after five years employment.

Those regular full-time 12-month exempt employees not covered by the paragraph above are eligible after 90 days eligible employment for 10 days' vacation per year through five years. (These vacation days cannot be used until the end of the 90-day introductory period.) The employee will then receive 15 days' vacation per year after five years through ten years. After ten years, one additional day of vacation is earned up to a total of 22 days.

Procedure:

Annual Leave for Non-Bargaining Staff Procedure 603.1