

Vacation

- Staff members accrue vacation leave on a monthly basis, at a rate based on hours worked and years of service. Regular employees working less than 19 hours per week do not accrue vacation. Please see the accrual table for specific rates. Staff members may accrue a maximum of leave equal to their annual accrual plus five days (prorated days if applicable). When the employee reaches the maximum, accrual stops. Accruals are updated on the last day of month.
- Employees accrue leave from the first month of employment, but must work six months before using vacation leave. Employees must request vacation in advance, in writing, on a form provided by the Office of Human Resources. The designated supervisor should approve the request if scheduling can be arranged and workload accomplished while the employee is on leave. The supervisor is responsible for submitting the approved leave request to payroll in the pay period in which the leave is taken.
- Employees are paid their accrued vacation upon termination of employment.
- Employees will not accrue vacation while off work on unpaid leave of absence, including workers compensation leave.
- If an employee is on vacation when the University declares an unscheduled day off, the employee's vacation account will not be credited.

Sick Leave

- Sick leave may be used for personal illness or injury or to care for an ill or injured spouse, child, or parent.
- Employees may not receive cash in lieu of accrued sick leave and may not transfer sick leave to another employee.
- The accrual of sick leave ends when the maximum is reached or when the employee is off work on unpaid leave of absence.
- Employees must specifically request sick leave. Supervisors must submit approved sick leave forms to the payroll office in the pay period in which leave is taken.
- Employees may be required to provide a doctor's verification of illness before sick leave will be approved.
- Staff members must call their supervisors to report illness and request sick leave within one hour of their normal time to report for work. Employees working on a shift, where inability to report to work may impede University operations, may be required to report illness and request sick leave prior to the beginning of the shift.
- Sick leave forms for non-exempt (hourly) employees should document all hours of leave due to illness. Partial days off due to illness should not be reported for exempt employees, unless the hours are intermittent leave hours requested under the provisions of the Family Medical Leave Act (FMLA). The Act allows deduction of partial sick leave days when a physician orders an exempt employee to work less than 8 hours per day and the leave is requested under the FMLA policy.