

Time Off Benefits

Vacation

The University provides eligible employees with paid vacation time which operates on a fiscal year basis (September 1 – August 31).

Full-time employees:

Years of Service	Per Pay Period Accrual Rate (Hours)	Maximum Hours Accrued Annually	Maximum Vacation Days Accrued Annually (based on 8-hour day)
0 < 3	4.6154	120	15

- Employees in all locations except California, Colorado, or Illinois: Vacation hours are advanced. Actual vacation hours advanced in your first year of eligibility are pro-rated based on the number of pay periods from hire date through the end of the fiscal year. Although vacation hours are advanced, they are accrued and earned each pay period during the fiscal year, as long as employees are in a paid status.
- Employees in California, Colorado, and Illinois: Vacation hours are accrued, not advanced. Actual vacation hours accrued in your first year of eligibility are based on the number of pay periods from hire date through the end of the fiscal year.

Part-time exempt staff faculty, except those in Colorado or Illinois:

Employees are advanced vacation hours based on the per pay period accrual rate of 1.3461 hours and the number of pay periods from hire date through the end of the fiscal year (maximum of 35 vacation hours).

Part-time exempt staff faculty in Colorado:

Employees accrue and earn vacation hours on a pay period basis at a rate of 1.3461 hours per pay period, up to 35 hours per fiscal year.

Part-time exempt staff faculty in Illinois:

Employees accrue and earn vacation hours on a pay period basis at a rate of 1.5385 hours per pay period, up to 40 hours per fiscal year.

Holidays

The University provides all full-time employees and part-time exempt employees paid time off to observe 10 University-recognized holidays per calendar year. Full-time employees receive 1 additional day per calendar year as a floating holiday.

Sick Time

The University provides eligible employees with sick time which operates on a fiscal year basis (September 1 – August 31).

All eligible employees accrue 1 hour of sick time for every 30 hours of paid time, subject to a maximum sick time balance of 520 hours. *The maximum sick time balance of 520 hours does not apply in Michigan, Missouri, New Mexico, New York, and Pittsburgh, Pennsylvania.*

Employees, except those in California, Michigan, Missouri, New Mexico, or Washington, may accrue up to a maximum of 56 hours of sick time per fiscal year. Employees in Pittsburgh, Pennsylvania may accrue up to a maximum of 72 hours of sick time per fiscal year. *Subject to the maximum sick time balance, there is no annual cap on the amount of sick time that employees in California, Michigan, Missouri, New Mexico, and Washington may accrue per fiscal year.*

Additional Time Off Benefits for *Eligible Employees

Bereavement Leave – Paid time off up to 5 workdays when experiencing the loss of a family member.

Jury Duty/Material Witness – Paid time off for jury selection, jury service, or providing evidence or testimony in a deposition, trial, or other legal proceeding in which you are required to testify.

Military Leave – Unpaid time off for those volunteering or called to serve in the military.

Parental Leave – Paid time off up to 8 weeks within the first 12 months following the birth of your child or placement of a child with you through adoption, foster care, or appointment of legal guardianship.

Personal Leave – Unpaid time off up to 30 consecutive calendar days, upon approval.

**Eligible employees do not include temporary employees, associate faculty, or lead faculty.*