

**ARTICLE 18  
VACATION**

**A. VACATION CREDIT**

1. An eligible employee shall earn vacation credit each pay period **cycle** based on the number of hours on pay status for that pay period cycle at the following rates:

Years of Qualifying Service	Per Hour on Pay Status*	Approximate Yearly Earning**	Maximum Accumulated Balance
Less than 10	.057692	15 days	240 hours
10 but less than 15	.069231	18 days	288 hours
15 but less than 20	.080769	21 days	336 hours
20 or more	.092308	24 days	384 hours

\*Time on pay status in excess of a full-time employee's work schedule does not earn vacation credit.

\*\*Full time rate.

2. An employee must be on pay status for a least one-half of the working hours of a month or a quadri-weekly cycle to earn vacation credit for that month. Vacation credit is earned proportionately for hours on pay status over one-half of the full-time working hours of the month or quadri-weekly cycle but less than full-time. Time on pay status in excess of an employee's full-time work schedule does not earn vacation credit.
3. Earned vacation for each month or quadri-weekly cycle is credited on the first day of the following month or quadri-weekly cycle, except that proportionate vacation credit for an eligible employee who is separating from employment shall be credited at the completion of the last day on pay status.
4. Vacation Maximums

A full-time employee may earn vacation credit to a maximum of two times the employee's annual accumulation rate. A part-time employee may earn vacation credit to the same maximum number of hours as a full-time employee with comparable years of service. Sixty days prior to an employee accruing the maximum amount of vacation, the employee shall be given notice that the maximum accrual will be reached. The employee then shall request vacation to bring his/her accrual below the maximum. If an employee cannot schedule vacation due to operational considerations, that employee shall have an additional four months within which to take vacation to bring his/her accruals below the maximum.

**B. VACATION CREDIT USE**

1. Vacation leave is scheduled at the convenience of the University and must be requested in accordance with local procedures. An employee appointed at 50% or more of full-time is eligible to earn vacation credit from the date of hire. No vacation shall be used prior to the time it is credited.
2. Locations will conduct vacation bid at least annually. Availability of vacation dates/times shall be identified at the sole discretion of the University. Vacation bids will commence within 45 days of the conclusion of the shift assignments. Initial requests for vacation leave (up to 80 hours) will be granted by seniority. Individual campuses may, at their own discretion, conduct multiple rounds of

vacation bids.

3. Vacation requests received after the vacation bid process (see 2, above), if approved, will be granted based upon a first come first served basis, or if the requests are simultaneous, then by seniority.

**C. VACATION PAY**

1. Pay for vacation shall be at the employee's straight-time rate.
2. An employee who separates from employment shall be paid for any earned vacation through the employee's last day of work, except that an employee who is retiring may use vacation up to the effective date of retirement. An employee granted extended military leave is eligible for accrued vacation pay according to the provisions of Article 20, Leaves of Absence, Section K - Military Leave.

**D. TRANSFER OF VACATION CREDIT**

An employee who is transferred, promoted, or demoted to another University position in which vacation credit can be earned shall have any earned vacation credit transferred unless such transfer is in conflict with an Agreement covering the new position. An employee who is transferred, promoted, or demoted to a University position for which a transfer of credit is in conflict with an Agreement or in which vacation credit is not earned shall be paid for any earned vacation at the time of transfer.

**E. CURTAILMENT PERIOD**

1. Consistent with the University's right to determine the orderly, effective and efficient operation of the University, the University may elect at one or more of its locations, to curtail or shut down some or all of its activities.
2. If such total or partial closure or curtailment of operations occurs, whether or not the University is able to anticipate such event, employees affected shall select one or a combination of the following options to cover their status during such period of time.
  - a. Employees may use accumulated vacation leave during the period. Newly employed unit members would be allowed to use accrued vacation even if the required six (6) continuous months on pay status has not been completed. Employees without sufficient accumulated vacation would be allowed to use up to three (3) days vacation leave prior to actual accrual.
  - b. Employees with accrued compensatory time may elect to use it to cover the scheduled time off or to offset the use of vacation time.
  - c. Employees who do not wish to use vacation or compensation time off may elect to take a leave without pay during the closure.
  - d. Employees who do not select from a., b., or c. above or who do not qualify for a., b., or c. above, shall, for the period of time necessary, be placed in a leave without pay status.

**F. DONATION FOR CATASTROPHIC LEAVE**

Any bargaining unit employee may participate in a campus Catastrophic Illness/Injury Leave program, if any, in accordance with the provisions of that location's Program.