

Fiscal Year Paid Leave Benefits for Faculty, Academic Staff, and Limited Appointees

This chart summarizes paid leave benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on July 1st of each year.

Annual Basis (12-month) Appointment

| Type of Leave | Hours Earned | Carryover/Expiration |
|-------------------------|--|---|
| Vacation | 176 hours (22 days) per fiscal year | Hours earned in a fiscal year may carry over to the end of the next fiscal year. Hours are lost if not used or banked (if eligible) by end of carryover period. |
| Personal Holiday | 36 hours (4.5 days) per fiscal year | Hours must be used in the fiscal year they were granted or they are lost. |
| Sick Leave | Granted 176 hours (22 days) for the first 18 months of employment; then 8 hours per paycheck for a total of 96 hours (12 days) per year | Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year. |
| Legal Holiday | 72 hours (9 days) per year | Hours must be used in the fiscal year they were granted, or they are lost. |

Annual Basis (9-month) Appointment

| Type of Leave | Hours Earned | Carryover/Expiration |
|----------------------|---|--|
| Sick Leave | Granted 176 hours (22 days) for the first 18 months of employment; then 10.6 hours per paycheck for a total of 96 hours (12 days) per year | Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year. |
| Legal Holiday | Paid for legal holidays that fall within the academic year. | Hours must be used in the fiscal year they were granted, or they are lost. |

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