

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 3.68 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 4.92 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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