



Paid Leave Benefits for University Staff & University Staff Project Employees

(Excludes University Staff Temporary Employees)

This chart summarizes paid leave benefits for full-time University Staff and University Staff Project employees. Part-time employees accrue leave prorated based on their appointment percentage.

Currently, vacation, personal holiday and legal holiday hours are granted on a calendar year basis (January 1 – December 31). Effective January 1, 2025 University Staff leave transitioned to a fiscal year (July 1 – June 30). Below is the transition timeline.

- **Prior:** Calendar Year 2024 (January 1, 2024 – December 31, 2024)
- **Transition Period:** January 1, 2025 – June 30, 2025
- **Future:** Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

Type of Leave	Hours Earned			Carryover/Expiration
Vacation	Years of Service	FLSA Non-Exempt*	FLSA-Exempt*	<p>Prior: Full vacation hours allocated. 2023: Unused vacation hours must be used or if eligible banked by December 31, 2024. 2024: Unused vacation hours must be used by June 30, 2026 or if eligible banked by September 30, 2026.</p> <p>Transition Period: Half of vacation hours allocated. Must be used by June 30, 2026.</p> <p>Future: Full vacation hours allocated. Must be used by June 30, 2027.</p>
	Hours Earned Each Year			
	During First 5	104	120	
	5+ to 10	144	160	
	10+ to 15	160	176	
	15+ to 20	184	200	
	20+ to 25	200	216	
	25 & Over	216	216	
<i>*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</i>				
Personal Holiday	36 hours (4.5 days) per year			<p>Prior: Full allocation of personal holiday hours. Must be used by December 31, 2024.</p> <p>Transition Period: Half of personal holiday hours allocated (18 hours, prorated if part-time). Must be used by June 30, 2025.</p> <p>Future: Full allocation of personal holiday hours. Must be used by June 30, 2026.</p>
Sick Leave	5 hours per paycheck, 130 hours (16.25 days) per year			Hours accumulate without limit from year to year.



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Legal Holiday	72 hours (9 days) per year	Prior: Full allocation of legal holidays. Must be used by December 31, 2024. Transition Period: Hours for New Year’s Day, Martin Luther King Day, and Memorial Day allocated. Must be used by June 30, 2025. Future: Full allocation of legal holidays. Must be used by June 30, 2026.
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