



## Annual Paid Leave Benefits for University Staff & University Staff Project Employees *(Excludes University Staff Temporary Employees)*

This chart summarizes paid leave benefits earned per calendar year for full-time University Staff and University Staff Project employees. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on January 1<sup>st</sup> of each year.

Type of Leave	Hours Earned			Carryover/Expiration
<b>Vacation</b>	Years of Service	FLSA Non-Exempt*	FLSA-Exempt*	Hours earned in a calendar year may carry over to the end of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period.
	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>				
<b>Personal Holiday</b>	36 hours (4.5 days) per year			Hours must be used in the calendar year they were granted or they are lost.
<b>Sick Leave</b>	5 hours per paycheck, 130 hours (16.25 days) per year			Hours accumulate without limit from year to year.
<b>Legal Holiday</b>	72 hours (9 days) per year			Hours must be used in the calendar year they were granted or they are lost.

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