

RESEARCH ACCRUAL MAXIMUM SUMMARY

Leave Category

Vacation Maximum each January 1st 40 Days

Maximum Vacation Payout at Separation 30 Days

Sick Leave Maximum 200 Days

Personal Leave Max 5 Days/yr

Holidays 12 Days

General:

1. Employee must complete the time sheet on a daily basis recording the actual time in and out and leave time taken.
2. Vacation: Time off requires prior approval of your immediate supervisor consistent with any vacation scheduling policy in existence. Eligible Non-Exempt employees accrue at the rate of 3 ¼ or 4 hours per pay period depending if the work schedule is 37 ½ hours per week or 40 hours per week (13 days per year plus bonus days for years 1-7 (See #1 above). Beginning the eighth year of employment, vacation is earned at the rate of 5 ¼ or 6 hours per pay period depending on 37 ½ hour or 40 hour work week. Employees appointed on or after January 1, 1986 do not accrue annual leave during the first 6 months of employment. Eligible employees will be credited with vacation accruals from their appointment date upon completion of 6 months of service.
3. Personal Leave: Time off charged to this category requires the prior approval of your immediate supervisor. Personal Leave is not accumulated from year to year.
4. Sick Leave: Time off due to illness requires notification to immediate supervisor within two hours after the beginning of the work day. Accruals are earned at the rate of 3 ¾ hours or 4 hours (depending if the work week is 37 ½ or 40 hours) per payroll period in which you are in full pay status for five of ten working days for the pay period. Sick leave for absences caused by illness or death in one's family may not exceed fifteen days in one calendar year. Medical certification is required for absences of 5 or more days before returning to work. ***Contact Human Resources if you plan to be out longer than 5 days and charging sick leave.**
5. Straight Pay: Hours worked between 37.50 and 40 per week is cash payment paid at straight pay.
6. Overtime: Time and one half cash payment for hours in excess of 40 within the research-defined work week (Saturday - Friday).
Holiday: An employee who is required to work on a holiday will be granted Holiday Leave. Use of Holiday Leave should have advance approval. If employees do not use Holiday Leave before termination the Holiday will be lost.
7. Time Sheet Submission Deadline: In an effort to provide timely report of your leave balances on a bi-weekly basis, your time sheet must be to your supervisor not later than Monday, following each payday. **(If an employee fails to complete the time sheet before the next payday, that paycheck may be withheld until this requirement is completed).**
8. Early Departures: The appointing authority may direct early departure due to extraordinary circumstances without charge to leave accruals. When directed early departure may not be deemed appropriate, employees must charge absences to appropriate credits (Personal Leave.)

SUPERVISOR IS RESPONSIBLE FOR TIMELY TRANSMITTAL OF TIMESHEET TO PAYROLL.

See Payroll Calendar for due dates.

Faculty or Staff with PI role: Chair or Unit Head signature required.

Chair/Unit Head with PI role: Vice President with Unit oversight responsibility signature required.