Vacation Accrual Rates

Full time staff employees accrue vacation at the following rates:
- Employees with less than ten years of qualifying service: 10 hours per month
- More than ten but less than fifteen years of qualifying service: 12 hours per month
- More than fifteen but less than twenty years of qualifying service: 14 hours per month
- Twenty years or more of qualifying service: 16 hours per month

Full time management employees accrue vacation at the following rates:
- Employees with less than five years of qualifying service: 12 hours per month
- More than five but less than ten years of qualifying service: 14 hours per month
- More than ten years of qualifying service: 16 hours per month
- Executive Management Grade Level IV and above: 16 hours per month

Professional Librarians
- 16 hours per month

Part time employees accrue vacation at proportionate rates.

Note: As a general rule, faculty do not accrue vacation.