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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

October, 2016

**Policy Number:**

CSM 200.0

**Responsible Unit:**

Division of Human Resources

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## Policy

Eligible Classified Staff employees shall accrue paid vacation time each year for the purpose of rest and relaxation.

### Eligibility

All Classified Staff employees who are regularly scheduled to work 40 hours or more per biweekly pay period (.50 FTE or more) and whose positions are expected to be active for six (6) months or more (or are on a flexible-year appointment) are eligible to earn and accrue vacation time. Part-time and temporary employees are not eligible to earn or be paid for vacation benefits.

### Accrual

Eligible Regular Classified Staff employees, regardless of FTE, earn vacation hours based on the number of paid hours (up to 80) per pay period as indicated in this table.

Length of Service	Maximum Hours per 80-Hour Pay Period	Hours per Hours Paid	Days per Fiscal Year
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<b>Length of Service</b>	<b>Maximum Hours per 80-Hour Pay Period</b>	<b>Hours per Hours Paid</b>	<b>Days per Fiscal Year</b>
<b>First 2 years of continuous service</b>	3.38	.042250	11
<b>3rd and 4th years of continuous service</b>	4.92	.061500	16
<b>5th year and thereafter of continuous service</b>	6.77	.084625	22

**Note:** Regular Classified Staff employees employed on an academic-year basis accrue vacation for the duration of the academic year based on the number of paid hours up to 80 hours per pay period. Employees do not accrue vacation while in nonwork status.

The vacation accrual rate will change at the start of the third and fifth years of continuous service based on the (adjusted) hire date.

Regular Classified Staff employees may carry forward from one calendar year to the next up to one and one-half years' accrued vacation hours. Excess vacation hours are prorated based on the FTE and assignment (academic or fiscal) on the last day of the pay period that includes January 1. Excess vacation hours will be forfeited if not used by the last day of the pay period that includes January 1. Regular Classified Staff employees do not earn vacation hours while in an unpaid status.

## **Requirements**

1. Employees shall request approval in advance for the use of vacation. Supervisors are responsible for scheduling and approving vacation of their employees prior to actual absences, and shall accommodate employee requests to the extent that the workload and department requirements permit. The supervisor's approval of the Employee Timesheet constitutes approval of vacation for payroll purposes. Supervisors may develop departmental processes for requesting and approving vacation time.
2. Prior to approving a request for vacation, it is the responsibility of the department head or designee to confirm that the employee has, or will have, the requested time available.
3. Vacation shall not be charged when official University holidays occur during a period of approved vacation.

## **Transfer/Change of Status/Rehire**

1. Employees who transfer from Regular Classified Staff status to any non-benefits eligible status shall use or be paid for accumulated vacation hours not to exceed the amount earned in one year by the currently employing department prior to the effective date of the transfer. Should the employee transfer back to Regular Classified Staff status the employee shall retain the same rate of accrual provided there is no break in continuous University service.
2. When a Regular Classified Staff employee is promoted or transferred to a Regular Classified Staff position in another department, the department accepting the transferred employee assumes liability for vacation earned by the employee.
3. An employee hired by the University from the ABOR office, another Arizona university or a state agency within thirty (30) days of termination, and whose termination was not the result of disciplinary action, shall maintain service credit for vacation computation purposes. The employee is responsible for providing the employing department with documentation of his/her termination date.

and length of service used to determine the vacation accrual rate.

4. A rehired employee whose separation from the University has not exceeded twelve (12) months may, at the discretion of the hiring department, assume his/her previous vacation accrual rate.

## **Termination**

Eligible employees who resign, are laid off or are discharged shall be paid for accumulated vacation hours not to exceed the amount earned in one year. The amount earned in one year is prorated based on FTE and employment period (fiscal or academic) on the employee's last day worked. In the event an eligible employee dies, the employee's surviving spouse or personal representative, as designated on the court appointed document or on the affidavit of death, shall be paid all accumulated vacation hours. Payment of accumulated vacation hours shall be computed at the employee's compensation rate effective on the employee's last day worked and made in the employee's final paycheck.

## **Related Information\***

[Arizona Board of Regents Policy 6-803 Vacation Leave \[2\]](#)

## **Revision History\***

Revised October 12, 2016, to remove departmental responsibility for terminal vacation payout.

Revised April 24, 2015

Revised October 2010

This policy incorporates the former Classified Staff Human Resources Policy 220.0 Vacation and Sick Leave Accruals for Rehires.

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**Source URL:** <http://tobaccofree.arizona.edu/employmenthuman-resources/vacation>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <https://public.azregents.edu/Policy%20Manual/6-803-Vacation%20Leave.pdf>