

Administrative & Professional/Non-Faculty - NON-EXEMPT

One (1) leave day is the equivalent of eight (8) hours.

All leave time may be used in 1 hour increments and should be approved through your direct supervisor

Leave Type	Days received per fiscal year (July 1)	Description
Vacation Leave	If Employed in this classification before 12/1/2016: 20 days per fiscal year	Vacation days "accrue" on a monthly basis; 13.34 hours per month Maximum accumulation is 40 days (320 hours)
	If Employed on or after 12/1/2016: Initial year of employment: 15 days, prorated After 1 year: 15 days per fiscal year	Vacation days "accrue" on a monthly basis; 10.00 hours per month Maximum accumulation is 25 days (200 hours)
Sick Leave	Based on years of full-time employment Initial year of employment: 17 days, prorated 2-9 years: 10 days 10-15 years: 13 days 16-20 years: 16 days 21+ years: 19 days	Unused days roll from one year to the next; No maximum accumulation Sick days are to be used for the employee, spouse, children or parent illness, doctor appointments, bad weather, and other emergency situations. Travel to and from doctor's appointment can be included as Sick leave
Personal Leave	5 days per fiscal year	Personal leave hours must be used by the end of the fiscal year and will not be carried over.
Bereavement Leave	5 days at full pay for the death within the immediate family	Immediate Family includes a spouse/civil union/domestic partner, child, parent, grandchild, and sibling, including in-law and step.
	3 days at full pay for the death of a near relative	Near Relative includes grandparents, grandparents-in-law, aunt/uncle, niece/nephew.
	1 day at full pay for the death of other relatives	Relatives not identified above, including in-laws and stepfamily members.