



ADMINISTRATIVE MANUAL

Vacation Time

Policy 121

1.0 PURPOSE:

This policy is enacted to provide competitive benefits to Associated Students, Inc. (A.S.I.) employees.

2.0 REFERENCES:

None

3.0 POLICY:

This policy is enacted to provide competitive benefits to Associated Students, Inc. employees. All full-time and part-time regular benefitted employees are entitled to vacation time. Student assistants and casual employees are not eligible for vacation time.

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

5.1 Vacation time begins to accrue on the first day of employment. It may be taken when accrued. At no time can vacation time be used before the date it is earned or used in units less than one-half hour.

5.2 The number of days employees earn will depend on the number of years of service to the Associated Students, Inc.

a. Accrual rate schedule for current employees hired prior to December 14, 2012:

Year of Service	Rate/Hour	Annual Days (based on full-time)
0 - 6	.092	24
7 - 12	.108	28
13 - 17	.123	32
18 - over	.138	36



b. Accrual rate schedule for employees hired on or after December 14, 2012:

Year of Service	Rate/Hour	Annual Days (based on full-time)
0 - 3	.038	10
4 - 6	.058	15
7 - 10	.077	20
11 - 15	.096	25
16 - over	.115	30

c. Accrual rate schedule for MPP employees hired on or after December 14, 2012:

Year of Service	Rate/Hour	Annual Days (based on full-time)
0 - 15	.096	25
16 - over	.115	30

- 5.3 The maximum amount of vacation time that can be accrued is 360 hours per fiscal year. No further vacation time will be earned when an employee has accrued the maximum amount. Accrual will begin again when an employee takes vacation time and drops below the maximum amount.
- 5.4 Vacation time does not accrue while an employee is on an unpaid leave.
- 5.5 All unused accrued vacation time will be paid to employees at the time of termination, resignation, or retirement.
- 5.6 Employees must have the written approval of their supervisor before vacation time may be taken. Requests for vacation should be given in writing to supervisors well in advance of the requested time off. To the extent possible, employee preferences will be accommodated, but the scheduling of vacations will always depend upon business needs.