

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.