

Vacation Policy

Vacation Philosophy

To promote the health and well-being of the University's employees, vacations are scheduled at the mutual convenience of the department and the employee. There is no provision for pay in lieu of granted vacation except at termination. For this reason, the University encourages all employees to take their vacation time within the fiscal year in which it is granted. However, to provide employees with scheduling flexibility, a maximum of 80 hours of accrued/earned

