

VACATION

The University provides paid vacations for all regular classified employees working at least one-half time under a policy of annual leave accrual. The annual leave policy for SSU employees is as follows: Employees with 0 to 5 years of service accrue vacation leave at the rate of one and one-fourth days a month (10 hours) for a total of 15 days annually. After 5 years of service, the accrual increases to one and one-half days a month (12 hours) or 18 days annually. After 10 years of service, the accrual increases to one and three-fourth days a month (14 hours) or 21 days annually. Senior Administrators shall accrue annual leave at the rate of one and three-fourth working days per month (14 hours) or 21 days annually. A regular employee working one-half time or more but less than full time will earn and accrue annual leave in an equivalent ratio to the percentage of time employed. Annual leave is accrued on the last working day of each month and employees who begin work prior to the 16th of the month will earn annual leave for that month. Earned annual leave may be accrued up to a maximum of 45 working days although, during the year, the annual leave balance may be greater than 45 days. At the end of each calendar year all annual leave account balances in excess of 45 days will be reduced to 45 days. Earned annual leave shall be taken at times mutually acceptable to the employee and his/her immediate supervisor; however, the supervisor should make an effort to accommodate the employee, if at all possible. Employees shall be compensated for all accrued annual leave time up to 45 working days upon termination of employment for any reason. A terminating employee shall not accrue any annual leave after his/her last working day. Temporary employees and regular employees working less than one-half time do not earn or accrue vacation time.