I. SCOPE OF POLICY

This policy addresses the rate of paid vacation accrual and use and applies to all eligible employees.

II. DEFINITIONS

A. Eligible employee: Full-Time benefited employees, except those in the positions covered by collective bargaining agreements between the University and the following representatives: AFSCME, Local 439; AFSCME, Local 3472.

III. POLICY STATEMENT

Eligible employees earn paid annual vacation days and may use those vacation days in accordance with this policy.

IV. POLICY STANDARDS AND PROCEDURES

Eligible employees accrue vacation days based upon years of service according to the accrual table below. At the end of the calendar year, the vacation balance will reset to the maximum carry forward of 60 days, and any unused vacation hours above the maximum will be converted to sick leave and added to the eligible employee’s sick leave balance. If the eligible employee separates from the University, the vacation balance will be paid out up to the maximum allowable amount of 30 days. The rate used for the vacation payout is based solely on the employee’s base salary at the time of separation and will not include supplemental pay or shift differential.

Vacation accrual is credited for any month in which an eligible employee is on paid status on the last day of the month. Vacation leave is calculated and maintained on an hourly basis. Eligible employees may not receive pay in lieu of vacation unless employment is separated. It is the eligible employee and department’s responsibility to
ensure that the appropriate leave request forms are submitted in UD Workforce in order to maintain accurate vacation balances.

Newly hired employees may anticipate up to ten days of leave before it is earned upon approval by their supervisor. New employees who were advanced leave and subsequently separate from the University must reimburse the University for the unearned leave taken.

**Vacation Accrual Table**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Vacation Days Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of hire through completion of 5 years of service</td>
<td>25</td>
</tr>
<tr>
<td>Beginning of 6th year through completion of 10 years of service</td>
<td>30</td>
</tr>
<tr>
<td>Beginning of 11th year and beyond</td>
<td>35</td>
</tr>
</tbody>
</table>

Detailed monthly vacation accrual information is also available here: [http://www.udel.edu/prm/accruals.html](http://www.udel.edu/prm/accruals.html)