

**VI-6**  
**VACATION**  
(Revised 2/20)

- A. For non-represented academic employees, see APM 730 for conditions governing accrual, use, and record-keeping and RB VI-8 for accrual codes. Vacation accrual and usage for represented academic employees is governed by the applicable MOU.
- B. Academic-year employees are expected to be in residence throughout the academic year and do not accrue vacation leave.
- C. Fiscal-year non-student academic appointees who are appointed for six months or more at 50% time or more accrue vacation credit. Credit is accrued at the rate of two working days a month for full-time service and pro-rated for appointment at less than 100% time. There is no waiting period for accrual or use of accrued vacation. If the individual holds two appointments (staff or academic), each for at least six months, the percent of employment is combined to determine eligibility for vacation accrual. No accrual occurs in any month where the percent time worked drops below 50%.
- D. Graduate Student Researcher must be appointed for 12 consecutive months or more at 50% time or more to accrue vacation.
- E. Postdoctoral Scholars do not accrue vacation, but are entitled to personal time off in accord with the provisions of the collective bargaining agreement, Article 17.