



## Fiscal Year Paid Leave Benefits for Faculty, Academic Staff, and Limited Appointees

This chart summarizes paid leave benefits earned per fiscal year (July 1 – June 30) for full-time Faculty, Academic Staff and Limited Appointees who are eligible to earn leave. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on July 1<sup>st</sup> of each year.

### Annual Basis (12-month) Appointment

Type of Leave	Hours Earned	Carryover/Expiration
<b>Vacation</b>	176 hours (22 days) per fiscal year	Hours earned in a fiscal year may carry over to the end of the next fiscal year. Hours are lost if not used or banked (if eligible) by end of carryover period.
<b>Personal Holiday</b>	36 hours (4.5 days) per fiscal year	Hours must be used in the fiscal year they were granted or they are lost.
<b>Sick Leave</b>	Granted 176 hours (22 days) for the first 18 months of employment; then 3.68 hours per paycheck for a total of 96 hours (12 days) per year	Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.
<b>Legal Holiday</b>	72 hours (9 days) per year	Hours must be used in the fiscal year they were granted, or they are lost.

### Annual Basis (9-month) Appointment

Type of Leave	Hours Earned	Carryover/Expiration
<b>Sick Leave</b>	Granted 176 hours (22 days) for the first 18 months of employment; then 4.92 hours per paycheck for a total of 96 hours (12 days) per year	Hours accumulate without limit from year to year, provided all leave reports submitted during fiscal year.
<b>Legal Holiday</b>	Paid for legal holidays that fall within the academic year.	Hours must be used in the fiscal year they were granted, or they are lost