



Michigan Tech Staff Vacation Accrual

<u>Exempt</u>	<u>Non-Exempt, Non-Union</u>
1 st Year + 24 Days	Years 1-5 15 Days Years 6-9 20 Days Years 10 + 24 Days
<i>Maximum Accrual: 36 Days</i>	<i>Maximum Accrual: 32 Days</i>

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- 9/10 month employees receive five or six days. Annual leave hours are permitted to be carried forward but will not be paid out at end of employment. Unused annual leave will be converted to vacation time upon transferring to a new 12 month, full-time or part-time position.
- January 1, 2020, upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for a maximum of 160 accrued vacation hours at your last regular rate of pay
- Unused vacation hours accrued prior to January 1, 2020 that are over 160 hours will be paid out upon separation from the University or transfer to a position that does not accrue vacation at your last regular rate of pay.

<u>AFSCME</u>	
First Year	5 days
Second through Fourth Year	10 days
Fifth through Seventh Year	15 days
Eighth through Twelfth Year	18 days
Thirteen through Seventeenth Year	21 days
Eighteen through Subsequent Years	24 days

Maximum Accrual: 30 Days

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- 9/10 month employees receive five or six days. Annual leave hours cannot be carried forward to the following appointment period, transferred to a new 12 month, full-time or part-time position, or paid out upon termination of employment.
- Upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for all accrued vacation hours at your last regular rate of pay

POA

Vacation time shall accumulate for full-time employees as follows:

1. During first year of employment, 1.56 hours per pay period.
2. During second through fourth year of employment, 3.08 hours per pay period.
3. During fifth through seventh years of employment, 4.62 hours per pay period.
4. During the eighth through the twelfth years of employment, 5.54 hours per pay period.
5. During the thirteenth through seventeenth years of employment, 6.5 hours per pay period.
6. During the eighteenth and subsequent years of employment, 7.4 hours per pay period.

Maximum Accrual: 30 Days

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- Upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for all accrued vacation hours at your last regular rate of pay

UAW

154 B. Plan of UAW contract (only if selected to January 1, 2017):

First year. Five days PTO
Second year through Fourth year. Ten days
Fifth year through Seventh year Fifteen days
Eighth year through Twelfth year Eighteen days
Thirteenth year through Seventeenth year. Twenty-one days
Eighteenth year and subsequent years. Twenty-four days

154 C. Plan of UAW contract (after January 1, 2017):

First year through Fourth year. 5 days PTO plus 5 days Vacation
Fifth year through Seventh year. 5 days PTO plus 10 days Vacation
Eighth year through Twelfth year. 5 days PTO plus 13 days Vacation
Thirteenth year and subsequent years 5 days PTO plus 21 days Vacation

Maximum Accrual: 30 Days

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- 9/10 month employees receive five or six days. Annual leave hours are permitted to be carried forward but will not be paid out at end of employment. Unused annual leave will be converted to vacation time upon transferring to a new 12 month, full-time or part-time position.
- Upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for all accrued vacation hours at your last regular rate of pay