

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

Maximum Accrual: 36 Days

Maximum Accrual: 32 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 and fixed term receive five or six days. Annual leave hours cannot be transferred, carried over or paid out.
- 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

<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

<u>UAW</u>	
First year.	Five days
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

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| 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. | |

Employees hired prior to the ratification date and still in their first year of employment will accrue biweekly at ninety-six (96) hours annual rate per year. Those in their second year through fourth year will accrue biweekly at one hundred twenty (120) hours annual rate per year. When in the fifth year and subsequent years the rate schedule above applies. Current employees shall have their vacation benefits grandfathered so as to not cause them to suffer any loss of vacation accumulation.