

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PERSONNEL POLICY / PROCEDURE

SUBJECT: Vacation

REFERENCES: Regular Employee Handbook, Benefits – Vacation; Personal Holiday - USU Board of Directors Approved 8/22/02.

POLICY: Regular employees scheduled to work a minimum of 30/hours/week are eligible for paid vacation in accordance with the schedule below and effective with the first payroll in January, 2012:

Months of Employment	Bi-Weekly Hours Accrual	Days Per Year
0 months – 72 months (6 yrs)	4.92308	16
73 months – 120 months (10 yrs)	5.53846	18
121 months – 180 months (15 yrs)	6.15385	20
181 months – 240 months (20 yrs)	6.76923	22
241 months – 300 months (25 yrs)	7.38462	24
301 months and over (25 yrs, 1 mo)	7.69231	25

Time indicated above is based on a 40/hour/workweek. Regular employees whose work schedule is 30-39 hours will be provided vacation time on a prorated basis.

Regular employees designated as “management” shall accrue vacation at a rate of 25 days/year.

Regular employees designed as “confidential” shall accrue vacation at a rate of 25 days/year.

Accrual of vacation time begins at the conclusion of the first pay period following employment. No vacation time may be taken until completion of the first thirty (30) days of employment, unless otherwise approved by the Executive Director/designee.

Employees on unpaid leaves of absence do not accrue vacation. If a paid holiday occurs during an employee’s vacation period, that day will be recorded as a paid holiday on the employee’s time card. If a University or University Student Union sanctioned unpaid day off occurs during an employee’s vacation period, that day will be recorded as time off without pay, unless otherwise approved by the employee’s supervisor.

*Recommended by the Personnel Committee on February 2, 2011
Approved by the Board of Directors on February 21, 2011*