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## Policy Information

**Last Revised Date:**

January, 2021

**Policy Number:**

UHAP 8.01.01

**Responsible Unit:**

Division of Human Resources

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## Policy

### A. Eligibility

1. Subject to certain exclusions noted in this and following subsections, appointed personnel employed 20 hours or more per week for a continuous period of not less than six months are eligible for paid vacation leave.
2. An employee may not earn paid vacation leave during (a) a sabbatical leave, (b) an extended military leave, or (c) a leave of absence without pay.
3. Computation of earned paid vacation leave is based upon working full-time, eight-hour days. Eligible employees on any other work schedule will be granted a prorated number of paid leave days not to exceed the allowance for a regular work schedule.
4. Vacation accrual and carryover for postdoctoral scholars is addressed in UHAP Chapter 12: [Conditions of Postdoctoral Service](#) [2].

### B. Fiscal-Year Appointees

1. Full-time eligible employees on fiscal-year appointments are granted a paid vacation leave allowance of 22 work days per year. Eligible employees employed less than full time receive an allowance prorated to the percentage of time paid.
2. Unused vacation leave may be accumulated and carried forward from one year to the next to a maximum amount not to exceed 320 hours. The number of paid vacation leave days available to an employee at any given time will be the number of leave days carried forward from prior years plus the number of days earned during the current year, but does not increase the amount paid out on separation from employment, as provided in Section D. Excess vacation leave hours are prorated based on the FTE and appointment (fiscal or academic) on the last

day of the pay period which includes January 1. Excess vacation leave hours will be forfeited if not used by the last day of the pay period which includes January 1.

### **C. Academic-Year Appointees**

1. Faculty members employed on an academic year basis are not entitled to paid vacation leave, nor shall they become entitled by virtue of summer session work or employment in special projects on a wage basis.
2. Eligible professional staff members and eligible administrators employed for something less than the full fiscal year will receive paid vacation leave prorated to the period of their appointment. They are encouraged to use accumulated vacation leave during semester breaks and nonclass periods. Vacation leave may not be used during nonemployment periods.
3. Unused vacation leave may be accumulated and carried forward from one calendar year to the next to a maximum amount not to exceed 320 hours. The number of paid vacation leave days available to an employee at any given time will be the number of leave days carried forward from prior years plus the number of days earned during the current year. Excess vacation leave hours are prorated based on the FTE and appointment (fiscal or academic) on the last day of the pay period which includes January 1. Excess vacation leave hours will be forfeited if not used by the last day of the pay period that includes January 1.

### **D. Appointments Terminated by Death or Other Causes**

1. In the event that an eligible employee dies, the employee's estate shall be paid for any accumulated vacation leave days at the compensation rate in use at the time of death. However, an ABOR-approved temporary pay reduction program shall not affect the rate of pay for purposes of this calculation.
2. When employment separates from employment for any reason other than death, payments for accumulated vacation leave days shall not exceed the amount earned for one year of service. The amount earned in one year of service is prorated based on the FTE and appointment length (fiscal or academic) on the employee's last day worked. The employee will be paid for any accumulated vacation leave days at the compensation rate in use at the time of separation from employment. However, an ABOR-approved temporary pay reduction program shall not affect the rate of pay for purposes of this calculation.

## **Related Information\***

[ABOR policy 6-803. Vacation Leave \[3\]](#)

## **Revision History\***

11/2020: Vacation carryover revised to correspond with ABOR policy change

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**Source URL:** <https://policy.arizona.edu/employment-human-resources/vacation-leave>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <https://policy.arizona.edu/employment-human-resources/conditions-postdoctoral-service>

[3] <https://public.azregents.edu/Policy%20Manual/6-803-Vacation%20Leave.pdf>