

ARTICLE 28

VACATION

28.1 VACATION TIME OFF

- 28.1.1 Salaried ASEs with a 50% FTE nine (9) month appointment will receive forty-eight (48) hours of paid vacation time off during a nine (9) month appointment period.
- 28.1.2 An ASE with an appointment of less than 50% FTE and/or of different duration than nine (9) months shall have vacation time off prorated based on their FTE and appointment length.
- 28.1.3 Salaried ASEs will be awarded vacation time off on the effective date of their appointment.
- 28.1.4 Hourly employees are not eligible for paid vacation time off.

28.2 VACATION USAGE

- 28.2.1 There will be no reduction in pay or benefits for vacation time off.
- 28.2.2 Vacation time off does not expire until the end of the annual appointment period. Unused vacation time off is not paid at separation and is not eligible for shared leave donation.
- 28.2.3 Vacation time off is available for ASEs who move in and out of represented positions within an annual appointment period so long as they are within the bargaining unit described herein.
- 28.2.4 Unless otherwise approved, vacation time off must be used in four-hour increments.
- 28.2.5 Vacation time off shall be taken during academic semester breaks, or as otherwise mutually agreed by the ASE and their supervisor.
- 28.2.6 ASEs will give written notice to their supervisors in advance of requested vacation time. All vacation time off requests must be submitted and approved according to departmental policy. The University will determine the method of time off tracking.