

Article 32 – Vacation

Section 1.

- A. A salaried ASE with a 50% or greater FTE appointment for twelve months will receive a minimum of twenty (20) hours per quarter of paid vacation time off to be awarded on a quarter-by-quarter basis, including Summer quarter, for a total 12-month minimum award of 80 hours of paid vacation time off. Vacation time off will be awarded each quarter during an annual appointment period in which the ASE has a start date in Workday. An eligible ASE will be awarded vacation time off at the start of the payroll period for each quarter.
- B. A salaried ASE with a 50% or greater FTE appointment for less than twelve months shall have vacation time off prorated based on the number of quarters of their appointment. Vacation time off will be awarded each quarter during an annual appointment period in which the ASE has a start date in Workday. An eligible ASE will be awarded vacation time off at the start of the payroll period for each quarter.
- C. A salaried ASE with an appointment of less than 50% FTE of any duration will receive an award of paid vacation time off prorated based on both the number of quarters and their appointment FTE. Vacation time off will be awarded each quarter during an annual appointment period in which the ASE has a start date in Workday. An eligible ASE will be awarded vacation time off at the start of the payroll period for each quarter.
- D. Hourly ASEs shall not receive vacation time off.

Section 2. There will be no reduction in pay or benefits for vacation time off. Vacation time off shall be taken during academic quarter breaks, except when used as a Paid Family and Medical Leave (PFML) supplemental benefit, or as otherwise mutually agreed to by the ASE and a supervisor. All vacation time off requests must be submitted according to Departmental policy and effective September 16, 2022, time off use must be recorded and tracked using Workday. Unused vacation time off is not paid at separation and is not eligible for shared leave donation. Vacation time off does not expire until the end of the annual appointment period; it is available for salaried 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.

Unused vacation time off does not roll over from one academic year to another and expires at the end of each annual appointment period.