

# Vacation

- Vacation accrues each pay period, full-time accrual grid below
  - accrual pro-rated for part-time employees, with no accrual if scheduled to work under 20 hours per week
- Once you reach your maximum accrual balance you stop accruing until you use vacation
- Vacation balance can go negative up to 40 hours, and can be used in one-hour increments
- Stay tuned for payroll orientation session for more detail on vacation and other time off

Years of Service	Accrual Rate (per pay period)	Maximum Accrual Balance
< 2 years	4.6154 hours	120 hours (15 days)
2 to 5 years	5.5385 hours	144 hours (18 days)
5 to 10 years	6.1538 hours	160 hours (20 days)
10+ years	7.6923 hours	200 hours (25 days)