

Vacation

- Non-exempt employees
- 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

Years of Service	Accrual Rate (per pay period)	Maximum Accrual Balance
< 2 years	6.1539 hours	160 hours (20 days)
2 to 5 years	7.0770 hours	184 hours (23 days)
5 to 10 years	7.6924 hours	200 hours (25 days)
10+ years	9.2308 hours	240 hours (30 days)