

**Annual Paid Leave Benefits for  
University Staff & University Staff Project Employees**  
(Excludes University Staff Temporary Employees)

This chart summarizes paid leave benefits earned per calendar year for full-time University Staff and University Staff Project employees. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on January 1<sup>st</sup> of each year.

Type of Leave	Hours Earned	Carryover/Expiration																										
<b>Vacation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="520 526 779 602" rowspan="2">Years of Service</th> <th data-bbox="779 526 1045 602">FLSA Non-Exempt*</th> <th data-bbox="1045 526 1314 602">FLSA Exempt*</th> </tr> <tr> <th colspan="2" data-bbox="779 602 1314 656" style="text-align: center;">Hours Earned Each Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="520 656 779 704" style="text-align: center;"><b>During First 5</b></td> <td data-bbox="779 656 1045 704" style="text-align: center;"><b>104</b></td> <td data-bbox="1045 656 1314 704" style="text-align: center;"><b>120</b></td> </tr> <tr> <td data-bbox="520 704 779 753" style="text-align: center;"><b>5+ to 10</b></td> <td data-bbox="779 704 1045 753" style="text-align: center;"><b>144</b></td> <td data-bbox="1045 704 1314 753" style="text-align: center;"><b>160</b></td> </tr> <tr> <td data-bbox="520 753 779 802" style="text-align: center;"><b>10+ to 15</b></td> <td data-bbox="779 753 1045 802" style="text-align: center;"><b>160</b></td> <td data-bbox="1045 753 1314 802" style="text-align: center;"><b>176</b></td> </tr> <tr> <td data-bbox="520 802 779 850" style="text-align: center;"><b>15+ to 20</b></td> <td data-bbox="779 802 1045 850" style="text-align: center;"><b>184</b></td> <td data-bbox="1045 802 1314 850" style="text-align: center;"><b>200</b></td> </tr> <tr> <td data-bbox="520 850 779 899" style="text-align: center;"><b>20+ to 25</b></td> <td data-bbox="779 850 1045 899" style="text-align: center;"><b>200</b></td> <td data-bbox="1045 850 1314 899" style="text-align: center;"><b>216</b></td> </tr> <tr> <td data-bbox="520 899 779 948" style="text-align: center;"><b>25 &amp; Over</b></td> <td data-bbox="779 899 1045 948" style="text-align: center;"><b>216</b></td> <td data-bbox="1045 899 1314 948" style="text-align: center;"><b>216</b></td> </tr> <tr> <td colspan="3" data-bbox="520 948 1314 987" style="text-align: center;"><i>*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</i></td> </tr> </tbody> </table>	Years of Service	FLSA Non-Exempt*	FLSA Exempt*	Hours Earned Each Year		<b>During First 5</b>	<b>104</b>	<b>120</b>	<b>5+ to 10</b>	<b>144</b>	<b>160</b>	<b>10+ to 15</b>	<b>160</b>	<b>176</b>	<b>15+ to 20</b>	<b>184</b>	<b>200</b>	<b>20+ to 25</b>	<b>200</b>	<b>216</b>	<b>25 &amp; Over</b>	<b>216</b>	<b>216</b>	<i>*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</i>			Hours earned in a calendar year may carry over to the end of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period.
	Years of Service		FLSA Non-Exempt*	FLSA Exempt*																								
		Hours Earned Each Year																										
	<b>During First 5</b>	<b>104</b>	<b>120</b>																									
	<b>5+ to 10</b>	<b>144</b>	<b>160</b>																									
	<b>10+ to 15</b>	<b>160</b>	<b>176</b>																									
	<b>15+ to 20</b>	<b>184</b>	<b>200</b>																									
	<b>20+ to 25</b>	<b>200</b>	<b>216</b>																									
<b>25 &amp; Over</b>	<b>216</b>	<b>216</b>																										
<i>*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</i>																												
<b>Personal Holiday</b>	36 hours (4.5 days) per year	Hours must be used in the calendar year granted or they are lost.																										
<b>Sick Leave</b>	5 hours per paycheck, 130 hours (16.25 days) per year	Hours accumulate without limit from year to year.																										
<b>Legal Holiday</b>	72 hours (9 days) per year	Hours must be used in the calendar year granted or they are lost.																										