

Article 30. Vacation

30.1 Vacation Time

30.1.1 ASEs with a 50% FTE twelve month appointment will receive a ~~minimum of twelve (12) workdays per semester of paid vacation time off, for a total 12-month~~ minimum award of **eighty (80) hours twenty-four (24) workdays** of paid vacation time off.

30.1.2 An ASE with an appointment of less than 50% FTE and/or of less than twelve months shall have vacation time prorated based on their FTE and appointment length.

30.1.3 For the purposes of this article, a “day” means the ASE’s regular workday.

30.1.4 **Salaried** ASEs will be awarded vacation time off on the effective date of the appointment.

30.1.5 **Hourly employees are not eligible for paid vacation time off.**

30.2 Vacation usage

30.2.1 There will be no reduction in pay or benefits for vacation time off.

30.2.2 Vacation time off does not expire until the end of the annual appointment period. It 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.

30.2.3 Approved absences of less than one day do not require the use of paid time off.

30.2.4 ASEs will give written notice to their supervisors in advance of scheduled vacation time. Vacation time off shall be taken during academic semester breaks, or as otherwise mutually agreed by the ASE and their supervisor.

30.2.5 **All vacation time off requests must be submitted and approved according to departmental policy. The University will determine the method of time off tracking.**