

Approved by the: P&A Senate  
Date: May 3, 2019

[Administration's response](#) received: May 29, 2019

### **Nine- and Ten-Month Staff Vacation Accrual Resolution**

**Whereas** There are concerns on multiple campuses, and particularly at the University of Minnesota Duluth, regarding the lack of vacation accrual for 100% time, non-instructional, nine- and ten-month P&A Staff, that continue to be unresolved since the HR Job Family Realignment, and which have been brought to our attention by a number of P&A staff and supervisors; and

**Whereas** Nine- and ten-month, P&A non-instructional staff at the University of Minnesota Duluth have 100% appointments, but accrue no vacation time during their employment period. Not only does this present a hardship for these employees who have to take a day off because of an unanticipated, urgent, personal matter, but this presents difficulties for their supervisors, who have to manage their time alongside Civil Service staff in similar positions who do get vacation accrual; and

**Whereas** A formula already exists under policy for vacation accrual per hours worked per pay period, as used for employees at percentages less than 100%;

**Therefore be it resolved:** That the Office of Human Resources, in coordination with other senior leaders, implement vacation time for nine- and ten-month, P&A non-instructional staff at the same rate of accrual as for 12-month staff for the time period they work.

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