

A. Tenure Based Accrual Schedule: Vacation for Non-Exempt Staff Employees

Years of Service	12-Month Vacation Allotment	11-Month Vacation Allotment	10-Month Vacation Allotment	9-Month Vacation Allotment
Calendar Year of Hire	Link to Breakdown	Link to Breakdown	Link to Breakdown	Link to Breakdown
Initial January 1 after hire	10 days	9 days	8 days	7 days
January 1 st after the 5 th anniversary	15 days	14 days	13 days	11 days
January 1 st after the 10 th anniversary	20 days	18 days	17 days	15 days
January 1 st after the 20 th anniversary (grandfathered employees hired prior to 01/01/2000)	25 days	23 days	21 days	19 days

B. Tenure Based Accrual Schedule: Vacation for Exempt Staff Employees (Up to Bands I & Health Center RNs)

Years of Service	12-Month Vacation Allotment	11-Month Vacation Allotment	10-Month Vacation Allotment	9-Month Vacation Allotment
Calendar Year of Hire	Link to Breakdown	Link to Breakdown	Link to Breakdown	Link to Breakdown
Initial January 1 after hire	15 days	14 days	13 days	11 days
January 1 st after the 3 rd anniversary	23 days	21 days	19 days	17 days

C. Tenure-Based Accrual Schedule: Vacation for Exempt Staff Employees (Bands J-M)

Years of Service	12-Month Vacation Allotment	11-Month Vacation Allotment	10-Month Vacation Allotment	9-Month Vacation Allotment
Calendar Year of Hire	Link to Breakdown	Link to Breakdown	Link to Breakdown	Link to Breakdown
Initial January 1 after hire	23 days	21 days	19 days	17 days

Vacation Policy Appendix

Policy Revision Date

D. Month-of-Hire Breakdown of Days

Non-Exempt					
Remaining Months	Month of hire	12-Month	11-Month	10-Month	9-Month
11	January	9	8	7	6
10	February	8	8	7	6
9	March	8	7	6	5
8	April	7	6	5	5
7	May	6	5	5	4
6	June	5	5	4	4
5	July	4	4	3	3
4	August	3	3	3	2
3	September	3	2	2	2
2	October	2	2	1	1
1	November	1	1	1	1
0	December	0	0	0	0
Exempt (Up to Band I, T-G to T-I, & Health Center RNs)					
Remaining Months	Month of hire	12-Month	11-Month	10-Month	9-Month
11	January	14	13	12	10
10	February	13	12	11	9
9	March	11	11	10	8
8	April	10	9	9	7
7	May	9	8	8	6
6	June	8	7	7	6
5	July	6	6	5	5
4	August	5	5	4	4
3	September	4	4	3	3
2	October	3	2	2	2
1	November	1	1	1	1
0	December	0	0	0	0
Exempt (Bands J-M, All T-J, T-K)					
Remaining Months	Month of hire	12-Month	11-Month	10-Month	9-Month
11	January	21	19	17	16
10	February	19	18	16	14
9	March	17	16	14	13
8	April	15	14	13	11
7	May	13	12	11	10
6	June	12	11	10	9
5	July	10	9	8	7
4	August	8	7	6	6
3	September	6	5	5	4
2	October	4	4	3	3
1	November	2	2	2	1
0	December	0	0	0	0

D. Part time employees

Years of service	12-Month Vacation Allotment (hours)	11-Month Vacation Allotment (hours)	10-Month Vacation Allotment (hours)	9-Month Vacation Allotment (hours)
Initial January 1 after hire	20	18	17	15
After the 5 th Anniversary	40	37	33	30

E. Month of hire breakdown for part time employees.

<u>Month of Hire</u>	<u>12 Month</u>	<u>11 Month</u>	<u>10 Month</u>	<u>9 Month</u>
January	18	16	15	13
February	17	16	15	13
March	15	15	15	13
April	13	13	13	13
May	12	12	12	12
June	10	10	10	10
July	8	8	8	8
August	7	7	7	7
September	5	5	5	5
October	3	3	3	3
November	2	2	2	2
December	0	0	0	0