

Table of Contents

Vacation leave.....	1
Vacation Leave Accruals.....	1
Hourly (Non-Exempt) Employee.....	1
Salaried (Exempt) Employee.....	2
Reporting Vacation Leave Taken.....	2

Vacation leave

General Information

Employees appointed to full-time 12-month positions or to full-time less than 12-month non-instructional positions shall earn annual leave.

Employees appointed to less than full-time 12-month positions and employees appointed to less than full-time, less than 12-month non-instructional positions shall earn annual on a pro-rated basis as set forth in the tables below.

Employees may accumulate a maximum of 304 hours of annual leave. The maximum shall be applied each pay period.

An employee may receive, upon termination from employment or upon moving from a position that is not eligible to earn annual leave, payment for no more than 176 hours of annual leave. At retirement or at termination of employment when retirement eligible, an employee may receive payment for up to 240 hours of annual leave.

Vacation Leave Accruals

Effective 12/18/2016 for University Support Staff & 6/18/2017 for Unclassified employees.

Hourly (Non-Exempt) Employee

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period
0-9	0.0
10-19	0.85
20-29	1.70
30-39	2.54
40-49	3.39
50-59	4.24
60-69	5.08
70-79	5.93
80-**	6.77
Maximum of Accumulation of Hours	304.00

Salaried (Exempt) Employee

Appointment FTE	Hours Earned Per Pay Period
.75 - 1.00	6.77
.50 - .74	5.08
.25 - .49	3.39
Less than .25	1.70
Maximum of Accumulation of Hours	304.00

Reporting Vacation Leave Taken

Please refer to the appropriate [GUS Cloud Job Aid](#) "Entering Time Worked and Leave Taken" to report this type of leave.

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Pittsburg State University