

VACATION, SICK LEAVE & HOLIDAY ACCRUAL POLICY

Following is a summary of information regarding accrual of vacation and sick leave, as well as a listing of holidays. Complete information regarding use, restrictions, etc will be found on the Intranet (<http://info.unmc.edu/>). Part-time regular employees will accrue and be paid on a pro-rated basis on their FTE. Temporary employees are not eligible for vacation, sick leave or holiday pay.

VACATION ACCRUAL

Vacation leave is earned on a monthly basis as follows:

A. Office/Service

<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
1-5	96
6	120
7	128
8	136
9	144
10	152
11	160
12	168
13	176
14	184
15	192
16 & Thereafter	200

B. Managerial /Professional

<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
1-2	96
3-5	144
6 & Thereafter	192

C. Academic / Administrative

<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
1 & Thereafter	192

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Maximum accrual of vacation time is 280 hours.

TRADITIONAL AND FLOATING HOLIDAYS

1. Seven traditional holidays

A. Observance shall normally be on the day it falls. If it falls on Saturday it will be observed on Friday. If it falls on Sunday it is observed on Monday.

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

2. Floating holidays

A. Observance shall normally be on the day authorized.

Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	April 22
Columbus Day	Second Monday in October
Veteran's	November 11

B. Observance of these holidays should be at the convenience of the employee's department and the employee. They may be taken at some future mutually accepted time.

The Maximum accrual of floating holidays is 32 hours

The maximum accrual of banked holidays is 8 hours

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SICK LEAVE ACCRUAL

The allowance of sick leave for any purpose under this policy shall be subject to the right of the University to require satisfactory evidence of illness or injury including the certification of an attending physician in the case of the employee or a member of his or her immediate family. Sick leave allowance shall be at the discretion of the University.

1. Sick leave is accrued as follows:

A. Office / Service

<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
1-5	96
6	136
7	144
8	152
9	160
10	168
11	176
12	184
13	192
14	200
15	208
16	216
17	224
18	232
19 & Over	240

Maximum accrual is 1440 hours.

B. Managerial / Professional

<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
1-2	96
Over 2	1040

C. Academic / Administrative

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<u>Years of Continuous Employment</u>	<u>No. of Hours Earned In One Year</u>
Immediately	1040