

VACATION ACCRUAL THRESHOLD, GRACE PERIOD, MAXIMA, NOTIFICATION (4/07)

EMPLOYEE GROUP	EARN VACATION FOR ALL REGULAR HOURS ON PAY STATUS	MUST BE ON PAY STATUS A MINIMUM OF 50% DURING ACCRUAL PERIOD	*GRACE PERIOD FOR OVERMAX	NOTIFICATION PRIOR TO MAXIMUM	WAITING PERIOD TO USE VACATION
Non-Represented Staff (99)	✘		4 months	60 Working Days	No
Clerical (CX)	✘		4 months	60 Days	No
Registered Nurses (NX)	✘		3 months	90 Days	No
Research & Support Professionals (RX)	✘		4 months	60 Days	No
	✘				
Health Care Professionals (HX)			3 Months	90 Days	Yes, upon completion of probationary period
Technical (TX)	✘		4 Months	60 Days	No
		✘			
Patient Care Technical (EX)			Overage goes into comp time bank	60 Calendar Days	Yes, 6 months
Service (SX)		✘	4 Months	60 Days	Yes, 6 months
		✘			
Skilled Crafts (K-4)			4 Months	60 and 30 Calendar Days	Yes, 6 months
		✘			

Vacation leave may be accrued to a maximum of 2 times (X) the annual accrual rate, e.g. 10 hours x 12 = 120 x 2 = 240. Employee's should be notified in writing prior to reaching the policy maximum. The *grace period is intended to apply only when requested vacation use has been denied due to operational needs.

	Average Vacation Accruals: Per Leave Cycle	Maximum Vacation Accruals- NON-PTO	Maximum Vacation Accruals - PTO
	10	240	320
	12	288	368
	14	336	416
	16	384	464