

## **Policy Title: Vacation and Personal Leave**

**Impact:** All Benefits Eligible Employees (except for some externally funded positions)

**Responsibility:** Human Resources

**Effective Date:** 07/1994

**Revised Date:** 06/25/2025

**Reviewed Date:** 06/25/2025

**Relates to Procedure(s):** n/a

**Legal Citation(s):** n/a

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### **I. Vacation Leave**

Eligible staff accrue paid vacation leave for personal use, as approved by their immediate supervisor. Vacation leave is accrued at the end of each pay period worked. The rate at which vacation leave is accrued during each bi-weekly pay period depends on the employee's classification, length of service and hours worked. Accrued but unused vacation leave will be paid out following separation from employment.

Employees may use accrued vacation leave once sick leave has been depleted, or to supplement their short-term disability or Worker's Compensation benefits, not to exceed 100% of regular pay.

### **II. Personal Leave**

Eligible faculty and staff receive personal days in lieu of vacation leave which are renewed at the start of each contract year. Personal leave days cannot be carried over to the next contract year and are not compensable upon separation from NIC employment.

For current rates, carryover, and reporting procedures refer to administrative operational guidelines.