

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

6-803      Vacation Leave

Revision Dates

11/20/2020, 2/19/1988 (adopted)

All employees who are employed at 50% time or more and whose employment is expected to continue six months or more, except academic-year faculty, are eligible for paid vacation leave.

- A. Classified staff employees are entitled to accrue the following maximum number of paid vacation days:
  - 1. First two years of continuous service - 11 working days not to exceed 88 hours per year;
  - 2. Third through fourth years of continuous service, 16 working days not to exceed 128 hours per year;
  - 3. Fifth year and thereafter of continuous service - 22 working days not to exceed 176 hours per year.
- B. Administrative, professional, and fiscal-year faculty employees are entitled to accrue 22 paid vacation days per year or 176 hours per year.
- C. Each university shall establish policies governing the accrual, usage and payment of vacation leave for employees during their initial probationary periods.
- D. The amount of vacation leave earned in accordance with paragraphs A. and B. above are based on 100% full-time equivalent employment. Employees working less than 100% full-time equivalent, but at least 50% full-time equivalent, earn vacation leave prorated to the percentage of time paid.
- E. Unused vacation leave may be accumulated and carried forward from one year to the next in a total amount not to exceed 320 hours. The amount of vacation leave hours carried forward, plus that earned during the current year, will constitute the number of days of vacation leave available to an employee at any given time, but does not increase the amount paid out at termination as provided in paragraph F.
- F. Upon termination of employment except in the event of death, an employee shall be paid for accumulated vacation leave, not to exceed one year's accrual as defined in sections A and B, at the rate of pay in effect at the time of termination. In the event of death, an employee's estate shall be paid for all accumulated

vacation leave at the rate of pay in effect at the time of the employee's death. A Board-approved temporary pay reduction program will not affect the rate of pay for purposes of this calculation.

G. Employees must be in pay status to accrue vacation leave.

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Policy History

2/19/1988 Approved by the Board on second reading.

11/20/2020 Policy revision approved by the Board on second reading.

Related Information