



Michigan Tech Staff Vacation Accrual

Exempt		Non-Exempt, Non-Union	
1 st Year +	24 Days	Years 1-5	15 Days
		Years 6-9	20 Days
		Years 10 +	24 Days

Maximum Accrual: 36 Days

Maximum Accrual: 32 Days

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- January 1, 2020, upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for a maximum of 160 accrued vacation hours at your last regular rate of pay
- Unused vacation hours accrued prior to January 1, 2020 that are over 160 hours will be paid out upon separation from the University or transfer to a position that does not accrue vacation at your last regular rate of pay.
- 9/10 month employees receive five or six days of Annual leave and do not accrue Vacation. Annual leave hours are permitted to be carried forward but will not be paid out at end of employment. In no event shall unused annual leave be accumulated beyond ten (10) days. Unused annual leave will be converted to vacation time upon transferring to a new 12 month, full-time or part-time position.

AFSCME

First Year	5 days
Second through Fourth Year	10 days
Fifth through Seventh Year	15 days
Eighth through Twelfth Year	18 days
Thirteen through Seventeenth Year	21 days
Eighteen through Subsequent Years	24 days

Maximum Accrual: 30 Days

- Part-time is pro-rated based on FTE
- Employees on a leave of absence without pay will not accrue vacation
- 9/10 month employees receive five or six days of Annual leave and do not accrue Vacation. 9/10 month employees are permitted to carryover annual leave (not to exceed 10 days). Unused

annual leave will be converted to vacation time upon transferring to a new 12 month, full-time or part-time position. Upon separation from the University, unused annual leave will not be paid out.

- Upon separation from the University or transfer to a position that does not accrue vacation, employees will be paid for all accrued vacation hours at your last regular rate of pay.

POA

Vacation time shall accumulate for full-time employees as follows:

1. During first year of employment, 1.56 hours per pay period.
2. During second through fourth year of employment, 3.08 hours per pay period.
3. During fifth through seventh years of employment, 4.62 hours per pay period.
4. During the eighth through the twelfth years of employment, 5.54 hours per pay period.
5. During the thirteenth through seventeenth years of employment, 6.5 hours per pay period.
6. During the eighteenth and subsequent years of employment, 7.4 hours per pay period.

Maximum Accrual: 30 Days

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- Unused vacation hours accrued prior to January 1, 2020 that are over 160 hours will be paid out upon separation from the University or transfer to a position that does not accrue vacation at your last regular rate of pay.

UAW

154 B. Plan of UAW contract (only if selected to January 1, 2017):

First year. Five days PTO
 Second year through Fourth year. Ten days
 Fifth year through Seventh year Fifteen days
 Eighth year through Twelfth year Eighteen days
 Thirteenth year through Seventeenth year. Twenty-one days
 Eighteenth year and subsequent years. Twenty-four days

154 C. Plan of UAW contract (after January 1, 2017)

First year through Fourth year. 5 days PTO plus 5 days Vacation
 Fifth year through Seventh year. 5 days PTO plus 10 days Vacation
 Eighth year through Twelfth year. 5 days PTO plus 13 days Vacation
 Thirteenth year and subsequent years 5 days PTO plus 21 days Vacation

Maximum Accrual: 30 Days

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- 9/10 month employees receive five or six days of Annual leave and do not accrue Vacation. Annual leave hours are permitted to be carried forward but will not be paid out at end of employment. In no event shall unused annual leave be accumulated beyond ten (10 days). Unused annual leave will be converted to vacation time upon transferring to a new 12 month, full-time or part-time position.
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