

3359-11-03

Vacation policy for full-time twelve-/eleven-/ten-month administrative faculty (other ~~, twelve-month faculty, other than bargaining unit faculty~~), contract professionals, and unclassified exempt staff.

This rule shall apply to all twelve-/eleven-/ten-month administrative faculty who are not bargaining unit faculty, and it shall apply to contract professionals, and to unclassified exempt staff. The term administrative shall mean faculty serving in full-time administrative roles such as dean, department chair, school director, or as otherwise determined by the provost, for either twelve, eleven or ten months of the year.

(A) General policy governing the accrual and carry-over of unused vacation leave.

- (1) All full-time, twelve-/eleven-/ten-month administrative faculty, contract professionals, and unclassified exempt staff (except for individuals employed in temporary positions conducting postdoctoral research) may accrue a maximum of one hundred seventy-six hours each year. Unclassified exempt staff employed in temporary positions conducting postdoctoral research are not

- (1) To minimize interruption of services, all vacation leave must be approved by the appropriate dean or administrative department director. The use of vacation leave may be authorized in advance of accrual upon approval of the appropriate dean or administrative department director, and with final approval of the president or appropriate vice president. Upon separation from