



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.15 Academic Year Positions

Issuance Status and Effective Date: March 2013

Academic year staff positions are regular full-time positions, either exempt or non-exempt, scheduled for a minimum of 40 weeks, but less than the full (12-month or 26-pay) year. Ordinarily, they are scheduled to coincide with the academic year inclusive of the fall and spring semesters. The number of pay periods will vary from 20 to 24, depending on departmental needs.

Benefits applicable to regular full year full-time staff, unless otherwise specified herein, also apply to academic year full-time staff.

The University reserves the right to change the Academic Year Positions Policy as it deems necessary.

The effect of this employee classification on University benefits is as follows:

- a. **Group insurance (medical, dental, life, long-term disability, Flexible Spending Accounts, see also 5.01, Flexible Benefit Program):** Coverage is year-round. The employee's contribution, if applicable, is calculated based on the full year and pro-rated deductions are taken to cover the period of inactive employment.
- b. **Defined Contribution Retirement Annuity Plan and Tax-Deferred Annuity/Group Supplemental Retirement Annuity Plan Options (See also 5.01, Flexible Benefit Program):** University and employee contributions are suspended during the period of inactive employment.
- c. **Vacation (See also 5.02, Vacation):** Vacation eligibility will occur when active employment begins for the staff member after the start of the fiscal year. For most academic year positions, this will coincide with the start of the academic year. Vacation eligibility occurs annually and time is allotted on a pro-rated basis. Vacation must be taken during the period of active employment. Vacation time not taken by the end of the year's assignment will be forfeited.

The Vacation Policy provides vacation allotments in the first year of employment after successful completion of the 90-day orientation status. If the initial 90-day orientation status is extended, vacation eligibility will become effective upon successful completion of the extension period.

Vacation in the first year of employment is determined by the new employee's date of hire. The chart below identifies specific vacation granted determined by the criteria identified above.

Academic Year Vacation Allotments (hours) for New Hires

DATE OF HIRE	24 PAY		22 PAY		21 PAY		20 PAY	
	7 Hr Workday	8 Hr Workday	7 Hr Workday	8 Hr Workday	7 Hr Workday	8 Hr Workday	7 Hr Workday	8 Hr Workday
July 1 st through Sept. 30 th	65	74	59	68	57	65	54	62
Oct. 1 st through Dec. 31 st	32	37	30	34	28	32	27	31

Employees hired between January 1st and June 30th will be granted vacation on July 1 (or after successful completion of the 90-day orientation period or any extension thereof, whichever is greater), based on the following appropriate second year schedule:

Academic Year Vacation Allotments (in hours)

NON-EXEMPT – 7 HOUR WORKDAY	24 PAY	22 PAY	21 PAY	20 PAY
SECOND YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	65	59	57	54
Monthly allotment for each month worked until annual allotment is met	6.4	5.9	5.5	5.4
Total Annual Vacation Allotment	97	89	85	81
COMPLETION OF 5th YEAR – ONSET OF 6th YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	65	59	57	54
Monthly allotment for each month worked until annual allotment is met	12.9	12	11.2	10.8
Total Annual Vacation Allotment	130	119	113	108
COMPLETION OF 15th YEAR – ONSET OF 16th YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	65	59	57	54
Monthly allotment for each month worked until annual allotment is met	19.4	17.8	17	16.2
Total Annual Vacation Allotment	162	148	142	135
EXEMPT and NON-EXEMPT – 8 HOUR WORKDAY				
SECOND YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	74	68	65	62
Monthly allotment for each month worked until annual allotment is met	7.4	6.8	6.4	6
Total Annual Vacation Allotment	111	102	97	92
COMPLETION OF 5th YEAR – ONSET OF 6th YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	74	68	65	62
Monthly allotment for each month worked until annual allotment is met	14.8	13.3	12.8	12.3
Total Annual Vacation Allotment	148	135	129	123
COMPLETION OF 15th YEAR – ONSET OF 16th YEAR				
Initial Bank Provided in First Pay of new Fiscal Year	74	68	65	62
Monthly allotment for each month worked until annual allotment is met	22.2	20.2	19.4	18.4
Total Annual Vacation Allotment	185	169	162	154

Reclassification from Academic Year to Full Year or Full Year to Academic Year – The staff member’s vacation allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing vacation time (in terms of hours) during the year of transition.

- d. **Holidays** (See also **5.03, Holidays**): University recognized holidays occurring during the period of active employment are paid.
- e. **Personal Days** (See also **5.04, Personal Days**): Personal Days are allotted and paid only during the period of active employment, but otherwise applies as follows:

Academic Year Personal Days Allotments (in hours)

NON-EXEMPT – 7 HOUR WORKDAY	24 PAY	22 PAY	21 PAY	20 PAY
Initial Bank Provided in First Pay of new Fiscal Year	19	18	17	16
Monthly allotment for each month worked until annual allotment is met	6.5	5.9	5.7	5.4
Total Time Provided	52	48	46	43
EXEMPT and NON-EXEMPT – 8 HOUR WORKDAY	24 PAY	22 PAY	21 PAY	20 PAY
Initial Bank Provided in First Pay of new Fiscal Year	22	20	19	18
Monthly allotment for each month worked until annual allotment is met	7.4	6.8	6.5	6.2
Total Time Provided	59	54	52	49

- f. **Short-term Disability Insurance** (See also **5.06, Short-term Disability Insurance**): Salary continuation under this policy is determined by the plan document. Consult HRD for further details.
- g. **Tuition Remission** (See also **5.12, Tuition Remission**): Academic year staff, spouse or same-sex partner and/or dependent children are eligible for tuition remission for courses throughout the year based on the current Tuition Remission Policy.
- h. **Employee Assistance Program** (See also **5.13, Employee Assistance Program**): Academic year staff, their spouse or same-sex partner, dependent children or a family member residing in the employee’s household are eligible for up to six completely private and confidential consultations per presenting problem per family member per calendar year at no cost to the employee.
- i. **Other Paid Absences** (See also **5.10, Short-term Military Absence** and **5.11 Jury Duty and Legal Proceedings**): Such absences will only be paid when they occur within the period of active employment.