

## VACATION

Academic staff members (except trainees) who are full-time or regular part-time salaried by the Medical College are entitled to vacation. Full-time employees accrue vacation at the rate of two days a month, up to a total of twenty-four (24) days a year; vacation time for part-time employees is pro-rated. Trainees (Postdoctoral Associates and Fellows) who are full-time salaried by the Medical College accrue vacation time at a rate of 1.67 days a month, for a total of twenty (20) days a year. Vacation for part-time trainees is prorated.

After one month of work, vacation may be taken as earned, subject to the approval of the department chair and division/sub-department head.

Ten (10) working days of accrued vacation may be carried over to the next year. (Vacation accrued during the July-June period may be taken through August 31. Any carry over beyond August 31 of more than 10 days from the earlier July-June period must be approved in advance by the department chair.) Prior approval of the chair is necessary for further carry over, to a maximum of twenty (20) days. Vacation cannot extend salary payments beyond the term of appointment. Thus, any accrued vacation time should be taken before the effective date of the end of the appointment.

Vacation is not earned during leave of absence of more than one month. Military leave and leave for jury duty are not counted as vacation; accrual of vacation continues during those periods.

The responsibility of maintaining records of vacation rests with the academic department.