



Vacation

Vacation accrual is based on a calendar year (January to December). Vacation accrues based on length of service, weekly hours worked, and classification within the Organization. Only regular employees working 20 hours per week are eligible to accrue vacation time. Unused vacation will rollover to the following year but will be capped at 175% of the annual accrued hour allowance. See Vacation section of the Employee Handbook, and applicable state addendum (if any), for further details.

Type	Hours Per Week	0-5 Years	6-12 Years	13-19 Years	20+ Years	Rollover	Accrual Cap
Full-time (Director level and above)	40	15 days (120 hours)	20 days (160 hours)	25 days (200 hours)	25 days (200 hours)	Yes	175%
Full-time-40 (Non-Director)	40	10 days (80 hours)	15 days (120 hours)	20 days (160 hours)	25 days (200 hours)	Yes	175%
Full-time-35	35-39	9 days (72 hours)	14 days (108 hours)	18 days (144 hours)	23 days (180 hours)	Yes	175%
Full-time-30	30-34	8 days (64 hours)	12 days (96 hours)	16 days (128 hours)	20 days (160 hours)	Yes	175%
Part-time	20-29	5 days (40 hours)	8 days (60 hours)	10 days (80 hours)	15 days (100 hours)	Yes	175%