



## Vacation Accrual Information

Employees earn vacation depending on their position and length of service. See chart below for vacation eligibility and accrual rates.

### Summary of Vacation Accrual Rates

Service Requirements*	Monthly Vacation Accrual Rate	Yearly Vacation Accrual Rate
0-3 Years: 1 month – 36 months	6 2/3 Hours	10 Days
3-6 Years: 37 months – 72 months	10 Hours	15 Days
6-10 Years: 73 months – 120 months	11 1/3 Hours	17 Days
10-15 Years: 121 months – 180 months	12 2/3 Hours	19 Days
15-20 Years: 181 months – 240 months	14 Hours	21 Days
20-25 Years: 241 months – 300 months	15 1/3 Hours	23 Days
Over 25 Years: 301 months & up	16 Hours	24 Days
VACATION ACCRUAL RATES FOR <b>ELIGIBLE</b> CLASSIFICATIONS IN		
M98, M80, C99, Unit 3, Unit 11	16 Hours	24 Days

\*Hourly Intermittent Employees: for every 160 hours of paid time, the employee earns one (1) month of accruals.

Employees must have 11 days or more of regular or catastrophic pay issued during the pay period to accrue vacation and sick leave. Accrued credits may not be used prior to the first day of the following pay period.

Vacation requests must be submitted in advance to an employee's supervisor for approval. Based upon the operational needs of the department, vacations shall be scheduled and taken only as authorized by the appropriate administrator

Refer to your appropriate Collective Bargaining agreement

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)

Employees can see their balances by logging onto their MyCSUSTAN account:

<https://shibboleth.csustan.edu/idp/profile/SAML2/Unsolicited/SSO?execution=e1s1>

Instructions are located on the Payroll Website <https://www.csustan.edu/hr/payroll>

Upon separation from the California State University, employees are entitled to a lump sum payment of unused accrual credits except for sick leave.