

**POLICY 7**  
**VACATION AND SICK LEAVE**

**Rule 7.04 - Approval of Use of Accumulated Leave for Vacation Purposes**

Leave for vacation purposes will be arranged with due regard for operating needs of the University. Each unit head is responsible for vacation scheduling within the unit that will best meet and reconcile University work requirements with vacation preferences of employees.

Employees who are nonexempt under the Fair Labor Standards Act and other employees who earn vacation and personal leave according to Schedule A (see Rule 7.01) may take leave in tenth-hour increments. Exempt employees who are not eligible for overtime may take leave in full or partial days, but may not charge such leave in increments other than full- or half-days based on the employee's full time equivalency except when leave is taken under the Family and Medical Leave Act (see Rule 11.07). Leave taken under the Family and Medical Leave Act may be charged in increments of less than a full hour.

Unit heads or their designees can approve vacation usage only up to the amount accumulated by an employee. An employee cannot borrow from, use, or loan another employee earned benefits (e.g., vacation, sick leave), except as provided by the Shared Benefits Program which establishes a sick leave pool. (See Rule 10.02.)