

**POLICY 7**  
**VACATION AND PERSONAL LEAVE**

**Rule 7.07 - Vacation and Personal Leave Pay**

Eligible hourly employees will be paid vacation and personal leave at their hourly rates for regularly scheduled hours of work (permanently assigned shifts) exclusive of overtime or other premiums. Salaried employees will be paid vacation and personal leave at their regular salary rates. In the case of employees who are assigned to work regularly at multiple rates in the same class, special benefit wage rates may be developed but require the advance approval of the Assistant Vice President for Human Resources.