

ARTICLE 21 VACATION

A. ACCUMULATION

1. Vacation accumulates at the rate of two (2) working days a month for full time service for members of the unit appointed for six (6) months or more. For part time librarians appointed at fifty percent (50%) or more of full time, vacation accumulates at a proportionate rate of full time credit. For part time librarians appointed less than fifty percent (50%) of full time, there is no vacation allowance.
2. Vacation allowance shall not accumulate during a leave of absence without pay. Vacation credit shall be accumulated by a librarian on a leave of absence with pay.
3. Vacation credit may accumulate to a maximum of forty-eight (48) working days.

B. USE OF ACCUMULATED VACATION

1. Accumulated vacation shall be used at a time or times in keeping with the program of work being conducted by the librarian, and approved by the designated University official. When a librarian is not able to use accumulated vacation because of the programmatic needs of the campus and the librarian's accumulation reaches the forty-eight (48) working day maximum, a one-time exception will be granted to allow the librarian to accumulate six (6) additional vacation days. Upon request of the librarian, the reason for denial of a vacation request shall be provided in writing.
2. Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.
3. Except when a campus allows the use of anticipated vacation in times of holiday closures, a librarian may not anticipate vacation, that is, vacation is limited to the vacation time actually accumulated by the date set for the librarian's vacation.
4. During holiday closures librarians who are not required to work may use vacation, take leave without pay, or request alternative arrangements. The University's decision regarding alternative arrangements shall not be capricious or unreasonable and shall not be subject to the Arbitration procedures of this Agreement.

C. TERMINAL VACATION PAY

1. A librarian who is resigning or otherwise leaving University service and who has been unable to use accumulated vacation time, shall be paid for vacation in an amount equal to the salary which would have been received for the vacation period if the librarian had continued in University service subject to the following restrictions:
 - a. Terminal vacation pay may not exceed forty-eight (48) working days' salary;
 - b. A librarian who resigns within six (6) months after initial appointment is entitled to terminal vacation pay;
 - c. The last day of work shall be the effective date of termination except that a librarian who is retiring may use vacation up to the effective date of retirement.

2. A librarian who dies shall have his or her accumulated vacation credit paid to his/her designated beneficiary.

D. USAGE

A librarian with accumulated vacation credit who is granted extended military leave shall be paid for vacation credit through his/her last day of work.

E. REPORTING

Once a month, each librarian shall report vacation used to the appropriate office. Once a month, the University shall report to each librarian on the accumulation and use of vacation leave.