

Vacation

Employees earn vacation time depending on their position and length of service. Here is information on vacation time accrual and how to request vacation.

Monthly Vacation Accrual

Employee Classification	Length of Service	Hours Per Month
Executive, MPP and Confidential, Unit 3	n/a	16
Units 1, 2, 4, 5, 6, 7, 8, and 9	1 month-3 years	6 2/3
	37 months- 6 years	10
	73 months-10 years	11 1/3
	121 months-15 years	12 2/3
	181 months-20 years	14
	241 months-25 years	15 1/3
	301 months +	16
Part-time Employees	Pro rata basis	

Unit 3: After one (1) full year of employment, a faculty unit employee shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.

Maximum Accrual

Employee Classification	Less than 10 yrs.	More than 10 yrs.	Hours
MPP	X		384
MPP		X	440
Units 1, 2, 4, 5, 6, 7, 8, and 9	X		272
Units 1, 2, 4, 5, 6, 7, 8, and 9		X	384
Confidential			384
Executive			480
Unit 3	X		320
Unit 3		X	440

- Employees must work 11 workdays in the pay period to accrue vacation credits for that month. Vacation credits may not be used prior to their accrual, which occurs on 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.
- At the bottom of each employee's monthly paycheck is a table that shows vacation balance information. Remember, information posted by the State Controller's Office on CSU paychecks run one month behind and does not reflect vacation used or accrued during the last month.
- Upon separation from the California State University, employees are entitled to a lump sum payment of unused vacation time.
- Eligible employees may accrue unused vacation credits up to the maximum allowed as of December 31. When computing the maximum allowable vacation limits include December vacation accrual that is available the following January 1. Maximum vacation carryover listed above.