

515 VACATION POLICY

Policy 515 was included in the 2001 University Handbook and was amended by the ISU Board of Trustees as follows: 514.4, 514.4.1, 515.4.2, 515.4.3, 515.4.4, 515.4.5, 515.4.6, 515.4.7, 515.4.8, 515.4.9, 514.4.10, and 515.4.11 on February 17, 2012.

515.1 Exempt Staff.

515.1.1 Level 12 or Higher. Exempt Staff classified pay level 12 or higher earn 20 days of vacation per year.

515.1.2 Level 11 and Below. Exempt Staff classified pay level 11 and below earn vacation based upon 15 days of vacation during years one through four and 20 days during years five and above.

515.1.3 Employees Not Covered. Regular Faculty and Instructors (except librarians) are not covered by the vacation policy.

515.1.4 Coaching Staff. Any vacation allowances for eligible coaching staff will be administered by the Athletic Director's Office.

515.1.5 Librarians. Librarians earn 20 working days vacation per year.

515.2 Non-Exempt Staff. All full-time Non-Exempt Staff earn vacation based on the following schedule:

<u>Vacation Earned During</u>	<u>Days</u>
Year 1 through 3	10
Year 4 through 6	12
Year 7 through 10	15
Year 11 and above	20

Last revised February 17, 2012.