

ARTICLE XX.

VACATIONS

Section 1. Vacation days for GSWs:

- **Salaried:** Salaried GSWs shall receive a total of twenty (21) days of paid vacation time off for a 12-month appointment, pro-rated for less than a twelve (12) month appointment. This vacation shall count as being accrued in its entirety at the start of the GSW's appointment.
- **Hourly:** Hourly GSWs shall have a minimum of 3 days of paid vacation per appointment. For every 20 hours worked, an hourly GSW will receive an additional 3 hours of vacation time.

Section 2. Requests for Vacation. Vacation requests shall be submitted in advance to the GSW's direct supervisor.

Section 3. There will be no reduction in benefits, if applicable, or pay for taking vacation time. If a designated University holiday or work/professional development-related travel (i.e. conferences, trainings, etc.) falls during an GSW's vacation, the GSW shall not be charged vacation time for that holiday or work/professional development-related travel. The GSW shall not be required to use vacation time for paid medical, parental, or familial leave.

Section 4. No Work Requirement while Vacationing. Supervisors shall not expect work or contact GSWs with the expectation of work or assigning tasks during a GSW's approved vacation. GSWs are not expected to respond while on vacation. At the approval of a GSW, if it is necessary for them to work during their approved vacation, the GSW shall choose alternate time off which shall not be unreasonably denied.

Section 5. Banking and Unused Vacation Time. Unused vacation time will be carried forward into future appointments. At the end of their final appointment, a GSW shall be paid for their unused vacation time.