



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Leave - Vacation Leave</b>	
<b>Department: Payroll &amp; Benefit Services</b>	<b>Reference No.:</b>
<b>Division: Administration &amp; Finance</b>	<b>Issue Date: November 1993</b>
<b>References: Employee Collective Bargaining Agreements</b>	<b>Revision Date: NA</b>
<b>Web Links: Collective Bargaining Agreements</b>	<b>Expiration Date: NA</b>

Vacation credit is earned for each qualifying pay period at a rate applicable to your length of state service and bargaining unit (see table below). Part time employees earn vacation on a pro-rata basis. Please locate your years of service and scroll across the page to find information about vacation accruals. For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service.

**Vacation Credit Per Monthly Pay Period**

			Days	Hours	Days
Service Requirements				(Hourly Equivalent of Days)	(Annual Accrual Equivalent)
1 Month	To	3 Years	5/6	6-2/3	10
37 Months	To	6 Years	1- 1/4	10	15
73 Months	To	10 Years	1- 5/12	11-1/3	17
121 Months	To	15 Years	1- 7/12	12-2/3	19
181 Months	To	20 Years	1- 3/4	14	21
241 Months	To	25 Years	1- 11/12	15-1/3	23
301 Months and Over			2	16	24

**FORMS:** NA