

Appendix A: What happens to Faculty and P&A employee vacation leave balances when a change in appointment or position occurs?

Faculty Member or P&A Employee in a vacation eligible appointment/position	Appointment Changes Within the Same Position:		
	Change	Result	Action
	<ul style="list-style-type: none"> • Appointment changes from 12-month to a term less than 12-months. 	<ul style="list-style-type: none"> • Appointment becomes ineligible. 	<ul style="list-style-type: none"> • Vacation balance paid out up to a maximum of 22 days (176 hours).
<ul style="list-style-type: none"> • Appointment percentage moves below the 67% time minimum. 	<ul style="list-style-type: none"> • Appointment becomes ineligible. 	<ul style="list-style-type: none"> • Vacation balance would normally be paid out up to a maximum of 22 days (176 hours). If, however, the percent time reduction is temporary, the balance can be frozen in the plan until such time as the employee is again eligible for vacation (special handling is required under these circumstances). 	

Appendix A: What happens to Faculty and P&A employee vacation leave balances when a change in appointment or position occurs?

Faculty Member or P&A Employee in a vacation eligible appointment/position	Position Changes:		
	Change	Result	Action
	<ul style="list-style-type: none"> • New academic position is assumed that is vacation eligible. 	<ul style="list-style-type: none"> • Vacation eligibility is maintained and vacation balance remains as is. 	<ul style="list-style-type: none"> • No action is needed. Vacation will continue to accrue under the new position (accrual is always subject to maximum).
	<ul style="list-style-type: none"> • New academic position (job) is assumed that does not meet eligibility criteria for vacation leave. 	<ul style="list-style-type: none"> • Position is ineligible. 	<ul style="list-style-type: none"> • Vacation balance paid out up to a maximum of 22 days (176 hours).
	<ul style="list-style-type: none"> • Vacation eligible CS/BU position is assumed. 	<ul style="list-style-type: none"> • Individual becomes eligible under CS/BU vacation plan and is no longer eligible under the Academic Vacation Plan. 	<ul style="list-style-type: none"> • The unused academic vacation balance is transferred to the CS/BU vacation plan up to a maximum of 22 days (176 hours).
	<ul style="list-style-type: none"> • CS/BU position (job) is assumed that does not meet eligibility criteria for vacation leave. 	<ul style="list-style-type: none"> • Position is ineligible. 	<ul style="list-style-type: none"> • Vacation balance paid out up to a maximum of 22 days (176 hours).