

**3359-11-03**

**Vacation policy for full-t**

- (2) If an individual's employment basis is changed from a twelve-/eleven-/ten-month appointment to nine-month appointment, no accrued unused vacation time shall be carried over beyond the end of the appointment.

(C) Vacation leave upon separation of employment.

Payment for accrued and unused vacation leave shall be made only upon separation of service from the university of Akron. Such payment shall be made in a lump sum based on the rate of compensation at separation for any accrued but unused vacation leave, subject to a maximum of one hundred seventy-six hours for twelve-month employees, one hundred sixty-one hours for eleven-month employees, and one hundred forty-six hours for ten-month employees. If an employee dies during active pay status, the accrued and unused vacation leave for the current year, plus any accrued and unused vacation leave, up to a maximum of one-hundred seventy-six hours for twelve-month employees, one hundred sixty-one hours for eleven-month employees, and one hundred forty-six hours for ten-month employees carried over from the prior fiscal year, shall be paid in accordance with section 2113.04 of the Revised Code.

Effective:	10/14/2023
Certification:	<hr/> M. Celeste Cook Secretary Board of Trustees
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