

## Vacation Hours That May Be Carried Forward Each Calendar Year

### Classified Staff

Regular Classified Staff employees may carry forward one and one-half times the maximum number of vacation hours earned in a given year from one calendar year to the next. Excess vacation will be forfeited if it is not used by the last day of the pay period that includes January 1.

Length of Service	Maximum Vacation Hours That May Be Carried Forward Each Calendar Year	
	1.0 FTE *	Other FTE *
First 2 years of continuous service (accrual rate = 3.38)	132	132 x FTE
3rd and 4th years of continuous service (accrual rate = 4.92)	192	192 x FTE
5th year and thereafter of continuous service (accrual rate = 6.77)	264	264 x FTE

\*Fiscal year employment

### Appointed Personnel

Appointed Personnel (excluding Postdoctoral Scholars) who are eligible to earn vacation hours may carry forward one and one-half times the maximum number of hours earned in a given year from one calendar year to the next. Excess vacation will be forfeited if it is not used by the last day of the pay period that includes January 1.

Appointment	Maximum Vacation Hours That May Be Carried Forward Each Calendar Year	
	1.0 FTE	Other FTE
Fiscal (accrual rate = 6.77 for 26 pay periods)	264	264 x FTE
Academic (accrual rate = 6.77 for 20 pay periods)	203	203 x FTE

### Postdoctoral Scholars

Postdoctoral Scholars are not eligible to carry forward vacation from one calendar year to the next. Vacation balances are forfeited on the last day of the pay period that includes January 1.

[Arizona Board of Regents Policy 6-803, Annual Leave](#)  
[Classified Staff Human Resources Policy 200.0 Vacation](#)  
[University Handbook for Appointed Personnel policy 8.01.01 Annual Leave](#)  
[Conditions of Postdoctoral Service](#)