

ADMINISTRATIVE PROFESSIONALS AND ADMINISTRATIVE FACULTY EMPLOYEES

Sick Leave

- Full-time employees accrue sick leave at the rate of eight hours per paid month of service. Part-time employees working .50 FTE or more earn sick leave on a pro-rata basis.
- There is no limit on the amount employees can accumulate. Unused sick leave is not paid out at termination.
- Sick leave may not be used in advance of accrual or taken in the month it is accrued.

Vacation

- Full-time 12-month employees earn vacation credit at the rate of fifteen hours per month. Part-time employees working .50 FTE or more earn vacation on a pro-rata basis.
- Employees become eligible for vacation after six full months of employment.
- The accrual balance may not exceed 260 hours.
- The maximum number of hours that can be paid upon termination is 180 hours.

Holidays

- The following holidays are observed at Southern Oregon University: New Year's Day, Martin Luther King JR's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day.