

CLASSIFIED EMPLOYEES

Sick Leave

- Full-time employees accrue sick leave at the rate of eight hours per paid month of service. Part-time employees earn sick leave on a pro-rata basis.
- Sick leave is not accrued during periods of sabbatical leave, educational leave or leaves without pay.
- There is no limit to the amount of sick leave 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 classified employees earn vacation credit as follows:

0 – 5 years	8 hours per month
6 – 10 years	10 hours per month
11 – 15 years	12 hours per month
16 – 20 years	14 hours per month
21+ years	16 hours per month

Part-time employees accrue vacation on a prorated basis.

- Employees become eligible for vacation after completing six full months of employment.
- Accrual balances may not exceed 250 hours.
- Vacation may not be used in advance of accrual or taken in the month it is accrued.

Personal Leave

- Full-time classified employees earn 16 hours of personal leave each fiscal year. Part-time employees earn a pro-rated amount of personal leave each fiscal year.
- Employees become eligible after six months of employment and must work 1,040 hours in the fiscal year to be eligible for personal leave.
- Personal leave must be used by the end of the fiscal year. Unused personal leave is not paid out at termination.

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 Eve Day, Christmas Day, and Special Day.