

Holidays

University staff members receive 9 scheduled paid holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- One additional day near Christmas as designated by the university

Vacation

Full-time P&S staff members on 12-month appointments receive 22 working days of vacation with pay per year. Vacations and personal holidays are cumulative and accrue to an amount not to exceed twice the staff member's annual entitlement. Vacation time (including personal holidays) is earned at the rate of 16 hours per month worked and can be used anytime after it has been earned, providing departmental approval is received.

Part-time staff members accrue vacation at their fractional equivalent of full-time employment.

Individuals covered by the AFSCME or the SEIU bargaining agreement receive vacation based upon their particular contract. Merit staff receives vacation based upon the Code of Iowa.

Sick Leave

Full-time staff members accumulate sick leave at the rate of 18 working days per year (12 hours per month worked).

Part-time staff members earn sick leave at their fractional equivalent of full-time employment.

There is no maximum limit of accrual. A staff member is entitled to take sick leave necessitated by a medically related incident at their normal rate of pay, to the extent that the individual has accumulated sick leave credits to cover the period of absence.

Once an individual has accumulated 240 hours of sick leave, additional monthly sick leave accumulations may be transferred to vacation at the rate of 12 hours of sick leave to four hours of vacation in any month in which no sick leave is taken. This may not be done retroactively and must be specifically requested in advance.

A maximum of 5 days per calendar year, with some carryover provisions for some employee groups, may be designated as family caregiving leave for the care and necessary attention of ill or injured members of the employee's immediate family and be charged to accrued sick leave credits. An individual may accrue up to 80 hours.