

## **Policy on Vacation Buyouts for Employees Moving from an Accrued Vacation Position to a Non-Accrued Position**

California State University, Fresno requires employees to be paid for their vacation balances when moving from a position that accrues vacation to a position that does not. The rationale for this policy is that employees should not carry vacation credits in a classification that cannot use them. **The only exception to this policy is for employees going on sabbatical leave or difference-in-pay leave who will be returning to the 12-month position.** In converting any 12-month employee to an academic year position, use of vacation credits will automatically be granted to allow a full month's pay for the final calendar month preceding the start of the new academic year position.

If you have any questions regarding this policy, please contact the Department of Human Resources at 559.278.2364.

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Approved: March 1998  
Reaffirmed: May 19, 2015