**SOM Department Based Vacation/PTO Policy**

**Submission directions**: After the department fills in the form and the **department chair signs it**, please submit it through Interfolio RPT case titled *SOM Department Vacation/PTO Policy Approval.*

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| Department | Choose an Department. | |
| Days allowed Number of annual Vacation/PTO days allowed (22-35 days): | | Enter Days. Days |
| Number of annual Academic Professional (5-15 days): | | Enter Days Days |
| Department policy allows carry over of Vacation/PTO allowed: | | Yes No |
| Maximum number of carry over days allowed (not to exceed 10): | | Enter Days. Days |
| Tabulation of Vacation/PTO and Academic Professional Days based on: | | Choose an item. |

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| Additional Information |
| Enter additional information. |

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Chair Signature Date

Reviewed and approved by SOM Dean

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Dean Signature Date