

Effective Date: **October 1, 2025**

POLICY

ACADEMICS, EMPLOYMENT

Vacation Time Policy for Salaried Graduate Workers

RESPONSIBLE OFFICE

Office of the Associate Provost Graduate Affairs

The University's policy is that all salaried graduate workers are entitled to paid vacation time. Graduate students supported by non-service stipends are not covered under this policy.

Salaried graduate workers are entitled to a maximum of 10 days (40 hours) of paid vacation time over a 12 month period, which are available on the first day of each applicable semester/summer session for use on a per semester/summer session basis, as follows:

- Fall Semester: three (3) working days (12 hours)
- Spring Semester: three (3) working days (12 hours)
- Summer Session I: two (2) working days (8 hours)
- Summer Session II: two (2) working days (8 hours)

As salaried graduate workers work a 20 hour workweek, one working day is the equivalent of four (4) hours. Vacation time may not be taken in fewer than one (1) hour increments. Unused vacation time may not be carried over from one semester/summer session to another and are forfeited on the last day of each semester/summer session. Thus, unused vacation time will

not be paid out at the end of the semester/summer session.

Vacation time is in addition to the standard Boston University [holidays/Intersession days](#) (Boston University holidays/Intersession days do not include spring or summer recess periods).

Salaried graduate workers are required to obtain prior approval of any vacation time from their supervisor. Vacation time requests from salaried graduate workers who are supported by external funding such as grants and contracts are subject to funding agency restrictions. Salaried graduate workers who are supported by teaching fellowships cannot take vacation time that interferes with teaching obligations, including class time and planning meetings, except with prior written approval of their supervisor.

It is the responsibility of the supervisor to track the vacation time taken by their salaried graduate workers.

Unauthorized absences may result in disciplinary action in accordance with the applicable process.

Questions or concerns related to this policy should be directed to the [Associate Provost for Graduate Affairs](#).

END OF POLICY TEXT

Additional Resources Regarding This Policy

This Policy replaced the [Vacation Policy for PhD Students](#), and is effective October 1, 2025.

Categories: Academics, Employment, Graduate Union, Student Employment Keywords:

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