



33.99.01.E0.01 Vacant Positions

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Revised July 4, 2021
Revised February 17, 2026
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Supplements System Regulation 33.99.01

Standard Administrative Procedure Summary

Positions that become vacant will be eliminated according to the following guidelines. This Standard Administrative Procedure (SAP) documents timelines and procedures for removal of vacant positions.

Procedures and Responsibilities

1. ALL BUDGETED POSITIONS

- 1.1 Vacant budgeted positions should be eliminated after six months unless the position will be filled prior to the start of the next fiscal year.
- 1.2 Student, Graduate Assistant, Faculty, and Temporary/Casual Staff positions should be closed through the termination process in Workday.
- 1.3 Engineering Human Resources will conduct an annual review to identify positions that have been vacant for six months or longer. The annual report will be shared with the Budget team, who will coordinate with the Business teams to review and close the vacant positions. A notification will be sent to the division HR Contact who is responsible for eliminating the vacant position(s) in Workday.
- 1.4 New positions must be approved to fill through Engineering Human Resources and Engineering Administration.

Related Statutes, Policies, or Requirements

[System Regulation 33.99.01, Employment Practices](#)

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