

## VACATION

PURPOSE: To provide paid time off from work for full-time Staff.

POLICY: The University will provide paid vacation time for eligible full-time Staff. Employees are encouraged to use vacation time in the year that it is earned.

DATE APPROVED: March 1, 2004

REVISED: October 20, 2006

September 1, 2007

REVIEWED: July 1, 2010

### PRACTICES & PROCEDURES:

#### I. General Guidelines

- A. Staff members are required to have prior approval from their supervisor before taking vacation time.
- B. Supervisors are encouraged to coordinate vacation schedules with their staff so that service to students and other departments will continue.
- C. Once vacation time is approved, it cannot be switched to another type of time off or be replaced by time given for an emergency closing. In a situation where an employee has a serious illness for more than one-half of the scheduled vacation time, Human Resources will consider a request to change some of the days to sick time. This will require appropriate medical documentation.

#### II. Vacation Accrual Year

- A. The accrual or accumulation of vacation time commences on the first day of the month following thirty (30) calendar days of employment. This date subsequently becomes the first day of the vacation benefit accrual year.
- B. All Staff members hired prior to April 30, 1984 will continue on a benefit accrual year that commences on May 1 of each year.

#### III. Vacation Benefit

##### A. Exempt Staff

- 1. Staff members in twelve-month positions will accrue vacation time at the rate of two (2) days per month up to a maximum of twenty (20) days per benefit accrual year in accordance with Section II. A. or B.
- 2. Staff members who work less than twelve (12) months are ineligible.

## B. Non-Exempt Staff

1. Staff members will accrue, or accumulate vacation time at varying amounts of hours on a monthly basis as shown below:
  - 0 - 4 Years Service 8 Hours Monthly
  - 5 - 9 Years Service 12 Hours Monthly
  - 10 + Years Service 16 Hours Monthly
2. Staff members can accumulate vacation up to a maximum annual vacation benefit, based on years of service as shown below.
  - 0 - 4 Years Service 80 Hours Total
  - 5 - 9 Years Service 120 Hours Total
  - 10 + Years Service 160 Hours Total
3. Staff who meet the full-time definition (i.e., 40 hours per week) but whose positions are nine (9) or ten (10) months in duration will accrue vacation hours on a prorated basis. The formula is amount of months worked over a 12 month period divided by the total amount eligible to accrue according to years of service.

IV. Requests for the use of vacation time prior to its accrual will be treated as exceptions and must be pre-approved by the employee's supervisor who shall be responsible for requesting an additional approval from the Manager of Human Resources. This is reserved for emergency situations or as a condition of initial hire.

## V. Maximum Accrual

1. Staff members may accrue up to a maximum of one and one half times (1 ½) the amount given in the benefit accrual year (rounded off to the higher number of days or hours) or twenty (20) days, whichever is less.
  - 1) For example, an employee with 80 hours annual accrual can accrue up to 120 hours of vacation. At that point, the accrual will cease until the employee uses some of his/her vacation.
  - 2) In extreme cases when Staff members are unable to take vacation time throughout the year due to work demands, the limit on accrual may be exceeded. This requires the prior approval of the Director of Human Resources.
  - 3) Any employee, whose balance at the effective date of this policy exceeds the maximum accrual allowed by this policy, will retain his/her current balance. He/she will resume accrual of vacation time once his/her current balance drops below the maximum accrual allowed by the policy.
2. An eligible Staff member may be paid for unused and accrued vacation time, up to the maximum defined in III (Vacation Benefit) upon termination in accordance with the *Administrative Manual Policy: Separation of Employment*.

## V. Recording Vacation Time – Non Exempt

1. Non-exempt employees are required to record all vacation hours daily as used.
2. Vacation time may be taken on one quarter (¼) hour increments.
3. Employees, who are on vacation when time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.

VI. Recording Vacation Time –Exempt

1. Exempt employees are required to record all vacation days used weekly.
2. Vacation time must be used in full day increments.
3. Employees, who are on vacation when their monthly time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.