Vacation Leave

Regulation Statement

Vacation Leave is earned by all regular full time (benefited) employees and also by regular part time employees who are partially benefited. Regular part time, partially benefited, employees must be in assignments of at least 20 hours per week.

Faculty do not earn vacation. However, academic department heads and librarians do earn vacation when on twelve month assignments.

Vacation may be used for vacations, personal business, or for any other personal reason as approved by the supervisor in advance.

Entities Affected by the Regulation

Full time benefited staff
Part time partially benefited staff
Faculty when on twelve month assignment
All supervisors

Regulation Background

N/A

Regulation Procedures

Vacation Schedule

1-4 Years of Service 10 days per year
5-9 Years of Service 15 days per year
10-14 Years of Service 20 days per year
15 + Years of Service 22 days per year

Full time vacation is accrued on a per pay period basis at the rates listed above. Regular part time, partially benefited, earn a prorated vacation based upon their part time assignment.

Maximum accrual is twice the annual vacation allotment. For example an employee accruing at 15 days per year would reach the maximum accrual at 30 days (225 hours) for 7.5 hour per day employee. An 8 hour per day employee would reach the maximum, in this example, at 240 hours.

Although vacation time is reflected on the employee’s pay stub it is not earned or available for use, by a new employee, until successful completion of the 90 day orientation period. Vacation is not paid out to an employee who terminates employment, or is terminated, during the orientation period.

All vacations must be scheduled, and approved, in advance by the supervisor. The supervisor may deny a vacation request in circumstances where the absence of the employee would not be in the best interest of the unit.

Exempt (Salaried) staff must submit a Sick/Vacation request form (this form is available on the HR web site under forms) to payroll. The sick/vacation request must indicate the number hours, or days, taken and including the signature of the appropriate supervisor. The sick/vacation request is submitted to payroll for processing after approval has been granted by the supervisor.

Non Exempt (Hourly) employees shall indicate vacation leave in web time entry or time card.

Upon termination of employment, individuals will have their final checks adjusted and will be compensated for earned vacation days that have not been used.

In some cases individuals whose employment is contingent upon outside funds, such as grants, may not be paid for unused vacation hours if there is not source of funding for the payment. These employees must utilize all earned vacation before the expiration of the grant or other external funding source.

**Definitions**

**Eligible Employees**
Those who have a benefited assignment of 20 or more hours per week
Responsibilities

Employees are required to request vacation leave time, in advance, from their supervisor.

Supervisors are required to schedule the vacation once it is approved

Violations of the Regulation

Violations will be handled under normal University procedures.

Interpreting Authority

Director of Human Resources

Regulation Adoption Review and Approval

Approved by Board of Regents in the August 1, 2001 Staff Handbook.