

## **VACATION LEAVE POLICY**

Vacation leave is a benefit that provides eligible employees with paid time off to take vacations and pursue other personal endeavors. It is expected that vacation leave will normally be scheduled well in advance of the leave. The amount paid for each day of vacation leave is the amount the employee would earn for a normal workday.

## **Eligibility**

Regular full-time exempt and non-exempt employees who work 12 months per pay are eligible to take vacation leave.

After one year of service, regular part-time exempt and non-exempt employees who work 12 months per year and at least half time, are eligible to take vacation leave. Eligible employees accrue leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year.

#### **Accrual Rate**

EMPLOYEE STATUS	TOTAL ALLOWANCE	CARRY OVER MAXIMUM	ACCRUAL RATE (PER PAY PERIOD)		
Exempt Salaried Staff (40 hours)	4 weeks per year, 160 hours	40 days, 320 hours	6.16 hours		
Exempt Salaried Staff (35 Hours)	4 weeks per year, 140 hours	40 days, 280 hours	5.39 hours		
Non-exempt Hourly Staff (40 hours)					
Less than 3 years	2 weeks per year, 80 hours	20 days, 160 hours	3.08 hours		
3 - 6 years	3 weeks per year, 120 hours	30 days, 240 hours	4.62 hours		
Over 6 years	4 weeks per year, 160 hours	40 days, 320 hours	6.16 hours		
Non-exempt Hourly Staff (35 hours)					

Less than 3 years	2 weeks per year, 70 hours	20 days, 140 hours	2.70 hours
3 - 6 years	3 weeks per year, 105 hours	30 day, 210 hours	4.04 hours
Over 6 years	4 weeks per year, 140 hours	40 days, 280 hours	5.39 hours

### **Eligible Part-time Employees**

Eligible employees begin to accrue vacation leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The vacation leave is credited annually in the pay period after the anniversary date.

### **Anniversary Date**

Full-time eligible employees begin to accrue vacation leave as of the end of each bi-weekly pay period. Any change in accrual rates will occur with the pay period that includes the anniversary date.

### **Status Change**

When a non-exempt employee transfers to an exempt position, or the reverse, the vacation leave accrual rate will change for the first pay period that includes the effective date of the transfer. When an employee changes status and becomes eligible for vacation, vacation accrual begin, based on the appropriate table above, with the pay period that includes the effective date of the status change.

#### **Maximum Vacation Accrual**

An employee's maximum vacation accrual is limited to two times the annual vacation accrual. At the end of any pay period, an employee may not carry forward more than the allowable maximum vacation accrual. If the maximum is reached, no additional vacation will be earned until vacation has been taken to reduce the accumulation below the maximum.

#### **Use of Vacation Leave**

#### **Scheduling**

Vacation leave may be taken by an employee, only with the approval, in advance, of the employee's supervisor. Vacation leave is granted or denied at the discretion of the supervisor. The primary basis for the exercise of discretion is the department's work requirements.

#### **Minimum Units**

Vacation leave must be used in minimum increments of one hour.

#### **Advances of Vacation Leave**

Regular full-time employees who have not yet been employed for full year may be advanced a maximum of 10 days vacation leave when an opportunity for a break may not be delayed. The employee must present a written request to Human Resources in order to be eligible for an advance of vacation leave. It must be approved by the appropriate Vice President, the Director of Human Resources, and the Vice President for Finance and Administration. The payback for advanced vacation leave shall begin immediately upon the employee's return to work and continue until the advance has been repaid. Employees separating from employment prior to full payback agree that the balance of leave owed will be deducted from the final paycheck.

### **Use of Time at Separation**

An employee may not use accrued vacation leave to extend the last day of employment.

## **Reporting and Recording of Vacation Activity**

## **Non- Exempt Employees**

All use of vacation leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor.

### **Exempt Employees**

All use of vacation leave is to be recorded on the Exempt Leave Request form. Leave Requests must be signed by the employee and reviewed and signed by the employee's supervisor.

Vacation leave is printed on each employee's pay stub. The amount of vacation leave printed on the stub is one pay period behind the actual accrued balance.

# **Vacation Leave at Separation**

Upon separation, all eligible employees (who have worked for at least 90 calendar days) will be compensated for all unused vacation leave up to the maximum accumulation allowed at their normal rate of pay. If adequate notice is given by the employee, the pay-out for unused vacation leave will be included in the pay check for the pay period that includes the last day of work.

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