

## Vacation Time

<b>Section:</b> Time Off	<b>Policy Number:</b> 401
<b>Responsible Office:</b> HR/HR Services	<b>Effective Date:</b> 04/01/01 <b>Revised:</b> 01/01/06; 01/01/09

### **Vacation Policy for Administrators**

Regular full-time administrators are awarded 22 days of vacation annually, commencing January 1 of each year. This vacation accrues at the rate of 1.83 days per month. During an employee's first year of employment, vacation is prorated based on the number of months worked in the calendar year. Ordinarily, unused vacation may not be carried over from one year to the next. Exceptions to this policy may be made only with the written approval of the appropriate department's Vice President.

New employees accrue vacation, but are not permitted to take vacation until the end of their three-month Orientation Period. Employees on a Reduced Schedule accrue vacation on a prorated basis, depending on their schedule. Part-time employees are not eligible for paid vacation time. Vacation time does not accrue during any period of unpaid leave nor during absences from work of one month or longer.

It is the responsibility of supervisors to maintain a record of the accumulation and use of vacation days for their employees. Forms for this purpose are available in the Office of Human Resources. Supervisors shall schedule their employees' vacations in such a way as to ensure continuity of operations, giving due consideration to the preferences of the employees.

***Vacation Calculations:*** To calculate accrued vacation time during the year, full-time administrators should multiply the monthly accrual rate (1.83) by the number of months worked. Use the 50% rule to round up or down to the nearest half day. If an administrator works during any part of a month, he/she accrues vacation for the entire month.

**Example:** If an administrator worked three months, he/she would have accrued  $1.83 \times 3 = 5.49$ , or rounded up to  $5 \frac{1}{2}$  days of vacation. An administrator who worked two months would have  $1.83 \times 2 = 3.66$ , or rounded down to  $3 \frac{1}{2}$  days.

Similarly, to calculate the amount of vacation payable to an administrator upon separation from employment, multiply the number of months worked in the calendar year by 1.83 to get the number of days accrued, and then subtract any vacation time the administrator already used that year.

### **Vacation Policy for Staff**

For all regular full-time staff, the normal vacation period begins January 1 and ends December 31. Employees should make an effort to submit vacation requests to their department supervisor by January 1 of the calendar year in which the vacation is to be taken. Any changes in requests should be submitted to the department supervisor at least two weeks prior to the time requested. All vacations are subject to the approval of the department supervisor.

Employees on a Reduced Schedule accrue vacation on a prorated basis, depending on their schedule. Part-time employees are not eligible for paid vacation time.

Vacation time does not accrue during any period of unpaid leave. If a staff employee works during any part of a month, he/she accrues vacation for the entire month. Ordinarily, unused vacation time may not be carried over to the following calendar year. Staff who have exceeded sick or vacation should be marked as leave without pay on their time-sheets.

***First Five Years of Service***

Employees accrue a maximum of ten (10) vacation days per year, prorated for each month worked. New employees accrue vacation but are not permitted to take vacation until the end of their three-month Orientation Period.

***After Five Years of Service***

Beginning with the month in which the fifth anniversary of continuous full-time employment occurs, employees begin to accrue vacation time at a rate of fifteen (15) days per year.

***After Ten Years of Service***

Beginning with the month in which the tenth anniversary of continuous full-time employment occurs, employees begin to accrue vacation time at a rate of twenty (20) days per year. No more than twenty (20) vacation days can be accrued.

***Selection Criteria***

In offices where conflicts pertaining to the selection of vacation arise, selection will be made on the basis of years of continuous full-time service. The employee with the greatest length of continuous service will be permitted to select two weeks' vacation. Selection will then pass to the employee with the second most continuous service, and so on, until every employee has selected two weeks. Under no circumstances shall an employee apply the service criteria in the selection of more than two weeks of vacation, until all employees in the department have had an opportunity to make a vacation selection.

Vacation and sick time taken are monitored within an employee's department. Supervisors are responsible for maintaining accurate vacation and sick leave balances.

***Staff Annual Vacation Schedule***

Month of Hire	1 <sup>st</sup> year	2 <sup>nd</sup> -4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> -9 <sup>th</sup> year	10 <sup>th</sup> year	11 <sup>th</sup> year forward
January	10 days	10 days	15 days	15 days	20 days	20 days
February	9	10	15	15	20	20
March	8	10	14	15	19	20
April	7	10	14	15	19	20
May	7	10	13	15	18	20
June	6	10	13	15	18	20
July	5	10	12	15	17	20
August	4	10	12	15	17	20
September	3	10	12	15	17	20
October	2	10	11	15	16	20
November	2	10	11	15	16	20
December	1	10	10	15	15	20