

 <p><b>Category:</b> Human Resources</p> <p><b>Policy applicable for:</b> Classified and Unclassified Employees</p>	<p><i>Policy Title:</i> <b>Vacation and Accrual Schedule</b></p> <p><b>Effective Date:</b> 10/01/2016</p> <p><b>Prior Effective Date:</b> 01/01/2016</p>	<p><i>Policy Number:</i> <b>21.19</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Human Resources</p>
--	--	--

## Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

## Policy

1. An employee shall accrue vacation time in accordance with the tables contained in this policy.
2. An employee may carry over vacation credit from year to year up to the maximum amount reflected in the table below. An employee cannot be paid for or accrue vacation in excess of the maximum vacation accrual rate.
3. Vacation time continues to accrue during paid vacation and paid sick leave. Vacation does not accrue during a leave of absence without pay.
4. A vacation request must be requested from administrative authority at least 30 days in advance of the first date of vacation time.
5. The needs of the university shall be the basic consideration for scheduling vacation time.
6. Vacation must be approved by the administrative authority prior to the employee taking the time off work.
7. Once a vacation leave has started, illness or incapacitation that happens during vacation may not be transferred to sick leave (time), unless the employee is hospitalized. A certification of health care provider form must be provided to support the leave transfer.
8. Vacation time may be used once an employee has exhausted sick leave (time) accruals.
9. Vacation balances must be exhausted before beginning a Personal or Educational leave of absence without pay.
10. An employee who transfers within the university shall transfer the accrued vacation

balance to the new position. If the position to which the employee transfers causes the employee to be ineligible for vacation accrual, the accrued balance shall be paid to the employee.

11. Upon separation from the university, an employee shall be paid for any accrued but unused vacation up to the maximum accrual amount.
12. If a university holiday falls within an employee's scheduled vacation, the employee shall not be charged accrued vacation for the day on which the holiday is observed.

### **Procedure**

1. Follow organizational unit time off work reporting processes.

## VACATION ACCRUAL SCHEDULES

**Classified employees hired before 7/1/1977** and permanent full-time or permanent part-time 50% or greater FTE and have 25 or more years of service:

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
25 or More	23	188	7.23	75	600

**Classified employees hired on or after 7/1/1977, permanent full-time:**

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate but less than 8	10	80	3.70	30	240
8 but less than 15	15	120	4.62	45	360
15 but less than 25	20	160	6.16	60	480
25 or more	25	200	7.70	75	600

\*when the employee completes 8, 15 or 25 years of service, 40.04 hours will be added to the accrued vacation balance.

### Unrepresented, unclassified employees

Effective 10/01/2016 unclassified, non-exempt, full and permanent part-time (part-time employees accrue vacation on a pro-rata basis according to the employees' hours worked) hired before 01/01/2015:

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate	20	160	6.16	66	528

Effective 10/01/2016 unclassified, non-exempt, full and permanent part-time (part-time employees accrue vacation on a pro-rata basis according to the employees' hours worked) hired on or after 01/01/2015:

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate	20	160	6.16	20	240

Prior to October 1, 2016, unclassified, non-exempt employees with 15 or more years of service were able to accrue in excess of 528 hours of vacation. Effective October 1, 2016, vacation accrued in excess of 528 hours, if any, for these employees will be

frozen. These employees will not accrue additional hours until such time as their accrual rate falls below 528 hours. Effective October 1, 2016, the maximum accrual rate will be 528 hours for all unclassified, non-exempt employees hired before 1/1/2015.

**Unclassified, exempt employees hired before 1/1/2015\***, full-time and part-time (part-time employees accrue vacation on a pro-rata basis according to the number of hours worked):

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate	20	160	1.67	66	528

**Unclassified, exempt employees hired on or after 1/1/2015\***, full-time and part-time (part-time employees accrue vacation on a pro-rata basis according to the FTE):

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate	20	160	1.67	30	240

#### **Coaches and Assistant Coaches:**

Length of Service (Years)	Accrual Per Year		Accrual Per Pay Period	Maximum Accrual	
	Days	Hours	Hours	Days	Hours
Immediate	20	160	1.67	22	176

#### **\*College of Medicine**

Effective January 1, 2016: Individuals in the Department of Emergency Medicine who are clinical providers (Full-time and Part-time Clinical GEO faculty, Nurse Practitioners, Physicians and Physician Assistants) as identified by the College of Medicine are not eligible for vacation accrual.