

Subject: **Vacation**

Applies to: Regular Full-Time and Part-Time Staff

*Faculty, Departmental Fellows, ACGME Residents and Fellows and Postdoctoral Appointees are eligible for vacation in accordance with the terms of their appointment.*

*Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.*

- I. Policy: The intent of the Vacation Plan is to recognize an individual's need to have time away from the work environment. Effective management of vacation time, by both the department and by the staff member, should increase efficiency on the job, encourage continued employment and reward University service.

Note: A "day" of vacation equals one-fifth the staff member's standard weekly work hours.

II. Guidelines:

A. Vacation Accrual

1. Staff earn vacation starting with their date of appointment and continue to earn a portion of the annual vacation entitlement each pay period.
2. Staff paid on a bi-weekly basis earn one twenty-sixth of their annual entitlement each pay period; staff paid on a semi-monthly basis earn one-twenty-fourth of their annual entitlement each pay period; staff paid on a monthly basis earn one-twelfth of their annual entitlement each pay period.
3. Benefits provided by the Plan: See schedules on pages 4-5.

B. Benefits on Retirement, Termination or Change to Ineligible Status

If a staff member has completed at least six months of service upon termination, retirement or change to an ineligible status, payment of accumulated vacation, up to one year's entitlement, is made. Vacation cannot be used to extend a termination or retirement date.

C. Benefits During Short-Term Disability, Workers' Compensation, and Long-Term Disability

Accumulated vacation may be used to supplement partial pay while receiving Short-Term Disability or Workers' Compensation benefits.

Vacation does not accrue during periods covered by the Short-Term Disability, Workers' Compensation, or Long-Term Disability (LTD) Plans. Payment of accumulated vacation, up to one year's entitlement, is made:

1. After an individual's benefits under the Sick Leave Plan for Short-Term Disability have been exhausted; or,

2. After periods of job-related disability extend beyond six months

A staff member on vacation who becomes disabled may be eligible to receive sick pay instead of vacation pay. Questions about sick leave while on vacation should be directed to Leave Administration.

D. Benefits During Leave of Absence

During an approved leave of absence, vacation does not accrue. When an individual is placed on leave of absence, payment of accumulated vacation, up to one year's entitlement, is made.

E. Benefits During Layoff

During a staff member's temporary or indefinite layoff, vacation does not accrue. When an individual is placed on indefinite layoff status, payment of accumulated vacation, up to one year's entitlement, is made.

III. Procedures:

- A. For all staff members, the online pay statement reflects available vacation balances as of the end of the pay period.
- B. Vacation time off must be requested in advance and approved by the department head/supervisor. **Salaried** staff may schedule vacation in increments of one-half the normal work day; **Hourly** paid staff (including PAS staff paid hourly) may schedule vacation in increments of one-half hour. Vacations must be scheduled to meet the work requirements of each department. Every effort is made to satisfy individual preference for vacation dates. Departments which experience periods of reduced work schedules may require that vacations be taken at those times, and when feasible, individuals will be informed of such requirements in advance.
- C. Vacation is to be taken during the year it is earned. Concurrent with the University philosophy, such periods of vacation are an important component of work life. At the beginning of the first full pay period each January, a **maximum** of one year's accrual may be carried forward. During the year, vacation accruals will continue to be earned **but** will be reduced to one year's entitlement at the end of the calendar year.
- D. An individual's base pay rate and standard hours in effect at the time vacation is taken are used in calculating vacation pay.
- E. For hourly paid staff members, paid vacation hours off are not counted as "time worked" in calculating overtime pay.
- F. Shift differential is included in the calculation of vacation pay when an individual's regular schedule qualifies for the shift differential.
- G. When an individual transfers from one University department to another, accumulated vacation is carried over.

- H. Payment in lieu of vacation is permitted only as noted in the previous sections entitled Benefits on Retirement, Termination or Change to Ineligible Status, Benefits During Short-Term Disability, Workers' Compensation, and Long-Term Disability, Benefits During Leave of Absence, and Benefits During Layoff.

In such instances, the vacation payout should be noted by the department on the Personnel Action Form (510/610). Payouts will occur within the on-cycle pay period following the date the request was processed.

The University reserves the right to modify, amend, or terminate any or all of the benefit plans at any time, including actions that may affect coverage, cost-sharing, or covered benefits. A paper copy of this information is available for free from Leave Administration.

**Schedule of Annual Vacation Entitlement**

Note: A “day” of vacation means time off equal to one-fifth the staff member’s standard weekly work hours.

**Staff Members in Clerical, Technical, and Service Positions**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 3                        | 15  |
| 4                                  | 16  |
| 5                                  | 17  |
| 6                                  | 18  |
| 7                                  | 19  |
| 8                                  | 20  |
| 9                                  | 21  |
| 10                                 | 22  |
| 11                                 | 23  |
| 12                                 | 24  |
| 13 through 17                      | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |

**Licensed Practical Nurses**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 8                        | 20  |
| 9                                  | 21  |
| 10                                 | 22  |
| 11                                 | 23  |
| 12                                 | 24  |
| 13 through 17                      | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |

**Staff Nurses**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 17                       | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |

**Professional, Administrative, and Supervisory Staff in Salary Grades 50 through 54  
(including those paid hourly) Effective on or After January 1, 1996**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 3                        | 17  |
| 4 through 6                        | 20  |
| 7 through 17                       | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |

**Professional, Administrative, and Supervisory Staff in Salary Grades 50 through 54  
(including those paid hourly) Effective Prior to January 1, 1996**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 17                       | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |

**Professional, Administrative and Supervisory Staff in  
Salary Grades 55 and above (including those paid hourly)**

| <b>Years of University Service</b> | <b>Annual Vacation Accrual (In Days Per Year)</b> |
|------------------------------------|---|
| 0 through 17                       | 25  |
| 18 through 22                      | 27  |
| 23 and over                        | 30  |