

## **VACATION**

### **I. SCOPE**

All benefit-eligible staff and administrators.

### **II. PURPOSE**

To provide rules for the administration of vacation benefits.

### **II. POLICY**

All benefit-eligible staff and administrators are entitled to paid vacation according to their classification as exempt or non-exempt employees and their length of service. The President and Vice Presidents are entitled to paid vacation as stated in their annual contract.

Vacation is administered on a calendar year basis. Employees are allowed to accumulate up to two-years worth of unused vacation. Up to one year's worth of unused vacation will be paid upon termination of employment, provided the employee has been working for at least six months.

Vacation is accrued on a calendar year basis with an Employee's yearly vacation accrual accruing on January 1<sup>st</sup> of each year.

Employees have to be actively at work or on an approved leave of absence before and after their vacation to be paid for vacation.

Vacation benefits vary according to classification and length of service. Staff employees are granted five additional days of paid vacation upon completion of their fifth and fifteenth anniversary of employment with the University. Administrators are granted five additional days of paid vacation upon completion of their tenth anniversary with the University. An administrator is defined as an employee at the Director's level of above who is not an executive.

The vacation benefits are as follows:

**STAFF**

<b>Years of Service</b>	<b>Annual vacation</b>
1 through 5	10 days
6 through 15	15 days
More than 15	20 days

**ADMINISTRATORS**

<b>Years of Service</b>	<b>Annual vacation</b>
1 through 10	15 days
More than 10	20 days

**III. PROCEDURES**

Employees submit vacation requests to their immediate supervisor, with sufficient advance notice to accommodate department needs. Actual vacation time taken is reported to the Office of Human Resources on the employee's timesheet.

Corrected 11/14/08

Revised 01/01/2008

Supersedes policy No. 312 written 7/1/95