

University of St. Thomas Policies

VACATION

Policy Number: H.03.03

SCOPE

All benefit-eligible staff and administrators.

PURPOSE

To define vacation benefit levels and provide rules for the administration of vacation benefits.

POLICY/PROCEDURE

All benefit-eligible staff and administrators are eligible to receive paid vacation according to their classification and their length of service. The President and Vice Presidents are entitled to paid vacation as stated in their employment agreement.

Vacation is administered on a rolling year basis with 1/12th of the year’s allowance credited to an employee’s vacation bank the first pay period of each month. New employees are eligible to take vacation after three months of employment. Employees are allowed to accumulate up to two years’ worth of unused vacation allowance. When the employee’s leave bank reaches two times the annual vacation allowance, the employee will cease accruing vacation until the balance drops below two times the annual allowance. Benefit eligible part-time employees who are regularly scheduled to work 30 hours or more per week are eligible for vacation benefits on a pro-rated basis.

Staff employees are granted additional paid vacation after completing their fifth, fifteenth and twenty-fifth anniversary of employment with the University. Administrators are granted additional paid vacation after completing their tenth and twentieth anniversary with the University. The accruals will be recognized on the first pay period of the month of the service anniversary.

STAFF	
Years of service	Vacation Allowance
1 – 5	10 days
6 – 15	15 days
16 - 25	20 days
More than 25	25 days

ADMINISTRATORS	
Years of service	Vacation Allowance
1 – 10	15 days
11 - 20	20 days
More than 20	25 days

Please note the following special provisions:

1. An administrator is defined as an employee who is in a director level or above position as determined by Human Resources
2. Faculty employed on a 12-month contract are eligible to accrue vacation benefits using the staff schedule
3. Librarians employed on a 12-month contract are eligible to accrue vacation benefits using the administrator schedule.

Employees must be actively working or on an approved leave of absence the day before and after their vacation in order to receive vacation pay.

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Employees are to submit in the Absence Management system all vacation requests in advance so that their immediate supervisor can review and act on the request. Vacation requests are not considered approved unless approved in the Absence Management system. An employee's immediate supervisor may approve an employee's request to take vacation in excess of the amount of accrued vacation. The employee's continued monthly accrual of vacation benefits will be applied towards the excess amount.

Employees leaving the university due to voluntary resignation including retirement will be eligible to receive vacation pay up to one year's worth of earned and unused vacation only if two or more week's written notice is provided and the employee has been working for at least six months. Employees who do not give the required written notice will not receive any payment for unused accrued vacation. Vacation that is taken during the year, but not earned, is deducted from a terminating employee's final paycheck.

**APPROVED:** Dr. Robert Ivany

**Date:** 11-2016

**Effective Date:** 1-1-2017

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Policy Area:	Benefits
Policy Committee or Task Force:	NA
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