

## Vacation Policy

### *Vacation Philosophy*

To promote the health and well-being of the University's employees, vacations are scheduled at the mutual convenience of the department and the employee. There is no provision for pay in lieu of granted vacation except at termination. For this reason, the University encourages all employees to take their vacation time within the fiscal year in which it is granted. However, to provide employees with scheduling flexibility, a maximum of 80 hours of accrued/earned vacation may be carried over into the fiscal year following the year it was accrued/earned. Part-time employees are allowed to carryover a maximum of 40 hours of accrued/earned vacation into the fiscal year following the year it was accrued/earned.

### *Conditions for Paid Vacation Time*

The University provides paid vacation time to be used by the employee provided that the following requirements are met:

1. The employee has completed their probationary period;
2. The employee is eligible for vacation and has been granted the time; and
3. The employee obtains supervisory approval.

### *Eligibility*

Vacation time with pay is a benefit provided to eligible full-time employees. Part-time employees other than casual part time will receive vacation time with pay based on their date of hire. Casual part time employees are those who work from time to time but are not scheduled hours on a regular basis

### *Earning Vacation*

The University provides vacation time according to an employee's job classification, exempt/non-exempt status and length of University service based on the employee's seniority date. Half of an employee's annual vacation time will be granted on July 1 and January 1 of each fiscal year. The total amount of vacation time that employees will receive during the fiscal year will be based on the seniority they have or will attain during the 6 months following each half-year grant:

Earning Vacation	
<b>Full Time Staff Employees</b>	
Less than one (1) year	Prorated up to a max of 80 hours
One year to less than five (5) years	80 hours
Five (5) years to less than ten (10) years	120 hours
Ten (10) years to less than twenty (20) years	160 hours
<b>Full Time Administrative Employees</b>	
Less than one (1) year	Prorated up to a max of 80 hours
One year to less than five (5) years	80 hours
Five (5) years to less than ten (10) years	160 hours
Ten (10) years to less than twenty (20) years	200 hours
<b>Part Time Staff and Administrative Employees</b>	
Less than one (1) year	Prorated up to a max of 24 hours
One year to less than five (5) years	24 hours
Five (5) years to less than ten (10) years	32 hours
Ten (10) years to less than twenty (20) years	40 hours
Twenty (20) years and above	48 hours

Vice Presidents, Deans and Major Directors will receive 40 additional hours of vacation each year. Modified full time employees will receive vacation at 80% of the amount indicated in the tables above.

Newly hired employees will receive a prorated amount of vacation time upon completion of the probationary period. The proration will calculate back to date of hire.

If a part-time Employee is given permanent full-time employment, his/her service for the purpose of these vacation pay provisions shall be deemed to start at the commencement of his/her employment on a full-time basis.

#### *Scheduling Vacation*

Vacations are scheduled at the mutual convenience of the department and the employee. Normally, employees are expected to submit a written request to their supervisor a minimum of two (2) weeks prior to the desired leave. Supervisors will make every effort to grant requested vacation, subject to the operational needs of the department. In general, vacation requests are granted on a first-come, first-serve basis. However, in cases of conflicting requests, choice of vacation is given to the employee with greater University length of service. University holidays occurring during a vacation period are not counted as vacation days.

#### *Transfer*

Employees transferring from one department to another department retain their earned vacation. When a change in status occurs (i.e., staff to administrator), the method of earning vacation will be adjusted accordingly and prorated during that fiscal year. There will be no vacation payout when an employee transitions from one employee classification to another.

#### *Termination*

An employee who provides at least two (2) weeks' notice of resignation will be paid for any vacation time which has been accrued but not yet taken based on their seniority at time of termination:

- 0 to <2 years – 40 hours maximum payout
- 2 to <10 years – 80 hours maximum payout
- 10+ years – 120 hours maximum payout
- 40 hours maximum payout for regular part-time employees

Vacation payout will be paid to separating employees in their final paycheck. Employees who are terminated for cause are not eligible for vacation payout.

Please view [FAQ's for Paid Time Off Policies](#) for more information.