

## VACATION POLICY FOR NON-FACULTY EXEMPT STAFF

### AMOUNT TO BE EARNED

Non-faculty exempt employees earn **paid vacation** of up to twenty (20) days for a full-time full year [twelve month] appointment on a July 1 – June 30 period [or  $1 \frac{2}{3}$  days of vacation for each full month worked full time.] Employees who work less than 12 months or who work less than full time [but no less than the equivalent of six months FT] will have a prorated amount of vacation. The vacation can be used, with supervisor approval, before being officially “earned” or after the official end of an appointment of less than twelve months, as “cash-out” with the final paycheck. For example:

- i. An employee who is at work full time on July 1 and works for the full year will earn 20 days paid vacation.
- ii. An employee who is at work full time on July 1 and is expected to work for the full year will earn 20 days paid vacation. This employee could use 10 days of vacation in August, with supervisor approval.
- iii. An employee who is at work full time on August 15 is expected to work for ten months, full time. This employee will earn a pro-rated amount of vacation ( $10/12 \times 20 = 17$  days). This employee could use those 17 days of vacation at any time, with supervisor approval, including taking no vacation from August 15 – June 15, and “cashing in” the vacation days as of June 15, to be rolled into the final paycheck.
- iv. An employee who starts work on December 1 on a full year full time appointment would work seven full months and would earn 12 days paid vacation in the first year. [7 months divided by 12 months times 20]
- v. An employee who starts work on August 1 on a full time appointment for nine months would earn 15 days paid vacation [ $9/12 \times 20 = 15$ ]. This employee could use those 15 days of vacation at any time, with supervisor approval, including taking no vacation from August 1 – May 31 and “cashing in” the vacation days as of May 15 to be rolled into the final paycheck..
- vi. An individual who works half time for a full 12 months would earn 10 days of paid vacation. [12 months times  $\frac{1}{2}$  times 20]
- vii. An individual who works full or half time for less than 6 months would not earn paid vacation days.

NOTE: Exempt staff on an appointment less than 12 months are expected to be working a regular work schedule in all months defined as work months, earning vacation on a pro-rated basis.

### USAGE

Vacation is to be used in the year earned, on a July 1 – June 30 schedule. For instance days earned in the July 1, 2007 – June 30, 2008 period are to be used in that same period of time. Vacation not used as of June 30 each year is lost [*use it or lose it*].

However, taking into consideration needs of both the individual and the position/University, vacation can be used within 12 months beyond the usual June 30 end-date: carry-over up to a maximum of 20 days past June 30 can, therefore, be approved by the supervisor. The supervisor is responsible for maintaining records of vacation use.

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### **PAY-OUT**

Exempt non-faculty employees upon resignation, separation from service, or lay-off are paid for unused vacation accrued in the current year ONLY [the amount would never be greater than the 20 day annual accrual]. If a supervisor has approved a carry-over of vacation from one year into the next those days cannot be “cashed-in” upon separation or lay-off. For instance:

An employee works from July 1 to Sept. 30 with Sept. 30 being the last day of work. The employee has earned 5 vacation days, which can be converted to an equivalent cash amount paid to the employee if unused. However, if the supervisor had approved carrying-over 4 days of vacation from the prior year those 4 days could not be included in the separation pay-out.

### **EXEMPT STAFF TIED TO THE ACADEMIC SCHEDULE**

While this policy applies to all exempt staff [i.e. the 20 days vacation per year, or as pro-rated] exempt staff who are not faculty but whose work is integrated with or modeled on the academic schedule may have to work on official holidays and/or weekends. It is the supervisor’s responsibility to monitor this work, to arrange for appropriate and fair compensatory time off, and to monitor use of the appropriate vacation day allotment.

**The University has the right to change, modify or discontinue this policy at any time in its discretion.**