

## **Vacation for Administrators and Staff Policy**

### **Policy Statement:**

Vacation is structured to provide flexibility for the employee while maintaining the ongoing needs of the University.

A vacation week is calculated based on the usual five-day work week. Exceptions are noted below. At least one week of an employee's annual vacation must be taken as a block of five consecutive days.

The immediate supervisor will attempt to accommodate each employee's requested vacation schedule, but must schedule vacations in such a way as to ensure appropriate staffing. Employees must request vacations of less than one week at least two weeks in advance, and of a week or more, thirty days in advance when possible. Vacation may not be scheduled as part of a resignation or retirement notice. Exceptions to these notification requirements may be approved by the immediate supervisor.

Regular, full- and part-time employees whose annual schedule is twelve months are eligible for vacation benefits. No other employees are eligible for this benefit. The number of days to which employees are entitled varies by employee classification and by length of service. Years of service are measured on the University's fiscal year, July 1 to June 30, and vacations accrued as of a particular July 1 must be used before the next June 30. Employees are allowed to carry vacation equal to one week of scheduled work hours past June 30 of each year, to be used by September 30 of that year. No other days may be carried into another fiscal year. An employee is not paid for unused vacation days. Vacation benefits are as follows:

#### **Executive Officers and Vice Presidents**

On date of hire	five weeks
Annually on July 1	five weeks

#### **Academic Deans**

On date of hire	four weeks
After 3 years	five weeks

#### **Assistant Vice Presidents and Dean of Students**

On date of hire	15 days
after 1 year	16 days
after 2 years	18 days
after 3 years	20 days
after 4 years	21 days
after 5 years	23 days
after 6 years	25 days

**Administrative and professional employees  
(exempt, full-time, regular)**

after 6 months of service	5 days
after 1 year	15 days
after 2 years	17 days
after 3 years	18 days
after 4 years	19 days
after 5 years	20 days
after 6 years	21 days
after 7 years	22 days
after 8 years	23 days
after 9 years	24 days
after 10 years	25 days

**Hourly rate employees**

Schedule below is based on five-day work week; other work schedules will be pro-rated accordingly.

NOTE: one week is equal to the total hours normally scheduled to work in one week

**(nonexempt, full-time, regular)**

after 6 months	5 days
after 1 year	10 days
after 2 years	12 days
after 3 years	13 days
after 4 years	14 days
after 5 years	15 days
after 6 years	16 days
after 7 years	17 days
after 8 years	18 days
after 9 years	19 days
after 10 years	20 days
after 11 years	21 days
after 12 years	22 days
after 13 years	23 days
after 14 years	24 days
after 15 years	25 days

**Administrative and professional employees  
(nonexempt, part-time)**

Using a 35-hour week as standard, part-time employees receive a pro-rated allotment of days based on the full-time allotment. Each pay day is based on the employee's normal work day.

Formula: Part time hours worked ÷ 35 hours x vacation allotment.

For example, a 5-year employee who is regularly scheduled to work 4 hours a day, 20 hours per week, will receive 8.5 days of vacation each year payable at 4 hours per day.

Employees who transfer from part time to full time will receive the vacation allotment for one year of service on the subsequent July 1. A transitional amount of days will be given at the time of the transfer. If by way of transfer an employee will lose vacation benefits, e.g., from full time to part time or from professional staff to hourly staff, the lower benefit will be applied on the subsequent July 1.

All vacation time will be recorded in hours based on the individual employee's scheduled work week (i.e., 35 hours, 37.5 hours or 40 hours/week). Exempt employees are scheduled at 40 hours/week.

### **Definitions:**

N/A

### **Procedures:**

N/A

### **Policy History:**

07/01/91 - Reaffirmed with publication of Personnel Manual

03/31/95 - Revised to clarify benefit for administrative personnel

11/06/98 - Revision approved as recommended by University Committee on Policy

01/30/06 – Cyclical review approved

10/10/12 – Revision approved by the President as recommended by the Policy Committee of the University

02/19/16 – Revised to clarify hours that are allocated approved by the President of the University as recommended by the Policy Committee of the University

05/12/21 – Revision to update the exempt employees work week from 35 hours to 40 hours per week approved by the President of the University as recommended by the Employee Benefits Committee at their 4/26/21 meeting

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