Policies for Professional Staff and Support and Service Staff not Covered by a Union

Vacation for Support and Service Staff
PA/SS 10.4

Revised October 14, 2008

Employees covered by this policy
This policy applies to Support and Service Staff not covered by a union.

A. Introduction

1. Full-time Staff earn vacation hours as outlined in the schedule of earnings below. Staff earn these hours when they are in pay status or absent with benefits accrual. (See Time Off Accruals During Absences, for details.)

2. Part-time Staff earn a prorated amount, according to their FTE, of the hours indicated below.

3. Employees do not earn vacation time while on leave of absence, absent without pay, or when on a temporary reduction in force.

4. As used in the schedule of earnings below, credit is defined as in the Seniority Date/Service Credit policy.

B. Schedule of earnings for Full-time Staff

<table>
<thead>
<tr>
<th>Staff with this amount of university service credit</th>
<th>Earn this amount of vacation for every 80 hrs. in pay status</th>
<th>For a total of this amount each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 0 to end of 6th year</td>
<td>4.31 hours</td>
<td>112 hours (14 days)</td>
</tr>
<tr>
<td>Start of 7th year to end of 13th year</td>
<td>5.85 hours</td>
<td>152 hours (19 days)</td>
</tr>
<tr>
<td>Start of 14th year to end of 29th year</td>
<td>7.39 hours</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>Start of 30th year and beyond</td>
<td>8.92 hours</td>
<td>232 hours (29 days)</td>
</tr>
</tbody>
</table>

C. Guidelines for using vacation

Approving requests

1. All vacations must be approved in advance by the supervisor before it can be used. Requests for vacation time off must be approved or disapproved within three working days of receiving the
request. When requested in advance, the employee is not required to provide a reason for the absence.

2. Vacation cannot be used before it has been earned with one exception: if a new employee has not earned enough vacation to cover a department’s closing between Christmas and New Year holidays.

3. If multiple staff within a department make requests for the same vacation period, preference will be given according to occupational unit seniority. However, if prior permission for use of vacation time has been given to a less senior employee for the same period, the less senior employee’s request is granted.

Recording vacation taken

4. When vacation time is taken, the exact number of hours, including tenths of hours, are reported and subtracted from accumulated earnings.

Maximum vacation allowed

5. The maximum vacation hours that may be used annually during the 26 consecutive pay periods beginning with the pay period in which January 1 falls and continuing through the last full pay period in December, are as follows:
   a. 304 hours in years of service 0 through 13
   b. 784 hours in years of service 14 and beyond

6. This limit does not apply to use of vacation during a family and medical leave of absence.

7. Part time Staff use a prorated amount according to their FTE.

Eligibility requirements

8. New appointed employees may use accumulated vacation time after receipt of their first paycheck.

Lengthy absence from work

9. Employees who wish to use accumulated vacation when it causes a lengthy absence from work should inform their supervisor of their plans six months before the vacation period. Supervisors are obligated to honor these requests unless (1) the request is for time off in the unit’s established and known peak work period in which non-emergency time off is routinely restricted, or (2) more than one employee requests the same time. If this occurs, occupational unit seniority prevails in determining which employee's request will be honored. In addition, supervisors may refuse a request if the absence poses an undue hardship on the department’s operations.

Unused hours

10. Staff accumulate unused hours from year to year. They can receive pay for unused vacation up to a specified maximum when they terminate. See the Separation Pay for Support and Service Staff policy for details.

11. No employee may expect extra pay in lieu of vacation.

Emergencies

12. Employees who encounter a personal emergency who have unused vacation time, income protection time, and/or compensatory time off may elect to charge time off for the personal emergency to any of these three categories of time.

13. The employee must notify the supervisor as soon as possible as to the reason and the expected time of
return.

14. The employee may be required to provide documentation on the nature and circumstances of the absence.

D. Guidelines for transfers

Transfer to a Professional Staff position

1. When an employee transfers from a support to a professional position, the employee will begin to accrue time off in accordance with the professional Paid Time Off (PTO) plan. See the Paid Time Off policy for the provisions related to the transfer of time off accumulations.

Transfer to an academic position

2. When an employee transfers to an academic position, he or she receives terminal pay for accumulated paid-time-off benefits. (See the Separation Pay policy.)

E. Converting income protection time to vacation

1. Eligible employees may, if they choose, convert 80 hours of their accrued income protection time to 40 vacation hours subject to the following limitations and conditions.

Eligibility

2. Eligibility is limited to employees who meet all of the following criteria:
   a. Have 560 or more hours of accumulated income protection (sick) time as of the first full pay period in either March or September of any qualifying year.
   b. Have at least ten consecutive years in an appointed position
   c. Work in an appointed position and be in pay status when they submit the application for conversion and when it is implemented.
   d. Have not converted any income protection time to vacation time during the previous four years under this policy.

Requirements

3. During a specified period in either March or September, eligible employees have the option of converting 80 hours of income protection time to 40 hours of vacation time.

4. Staff must submit conversion requests according to the procedures and deadline established by Financial Management Services (FMS). Requests that are submitted are irrevocable.

5. This section does not modify the following:
   a. The maximum amount of vacation hours staff can use in a year as provided in this policy.
   b. The limitations of terminal pay as provided in the Separation Pay policy.