Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Vacation Time
CWA 12.7

Effective date
Revised July 1, 2010

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Provisions

1. 100 percent FTE appointed employees earn vacation hours as outlined in Section B. below. These hours are earned when the employee is in pay status or absent with time off accrual. See the Time Off Accruals During Absences policy. Part-time appointed employees (50 percent or greater) earn a prorated amount according to their FTE.

2. Employees do not earn vacation time while on leave of absence, while absent without pay, or during a temporary reduction in force, except as provided in the Time Off Accruals During Absences policy.

3. Unused vacation hours accumulate from year to year.

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

B. Schedule of earnings

<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. Eligibility

1. All appointed employees may use accumulated vacation time after receipt of their first paycheck.

D. Usage rules and requirements
1. All vacation must be approved in advance by the supervisor. The supervisor must approve or disapprove the request within three working days of the receipt of the request. Advance requests do not require a reason for the absence.

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

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

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

2. Supervisors will honor any vacation time requested six months or more in advance unless:

   a. Excessive numbers of requests have been made for the same time period, (If this is the case refer to paragraph 3 below) or

   b. 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.

3. Supervisors will honor time off requests previously approved for which an employee no longer has vacation accruals to cover when the reason for not having vacation accruals is due to the employee’s FMLA, as provided under Policy 12.2 FMLA, paragraph D.4.b. In this circumstance, the employee will not be subject to discipline for taking unpaid time off. For example: If an employee had previously scheduled all of his or her available vacation accruals and then suffers a health condition covered by FMLA, that employee’s vacation accruals will run concurrently with the employee’s FMLA. However, the supervisor shall still honor the previously approved time off even if the employee no longer has the accrued vacation time to cover the period.

4. If multiple employees within a department request the same vacation period, preference will be given according to occupational unit seniority. However, if a supervisor has given prior permission to a less senior employee for the same time period, the prior permission is honored.

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

6. 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:

   ○ 304 hours in years of service 0 through 13
   ○ 784 hours in years of service 14 and beyond.

   a. Part-time **appointed employees** (50 percent or greater) use a prorated amount according to their **FTE**.

   b. Vacation hours used during a Family Medical Leave of Absence (FMLA) entitlement do not count toward the maximum annual usage.
7. When an employee separates, pay will be received for unused vacation time up to specified limits. See the **Separation Pay** policy.

8. No employee may expect "extra pay" in lieu of vacation.

9. 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.

**E. Employee transfers to a different functional classification**

1. In cases of transfer to another appointed staff position, an employee begins time off accrual usage and terminal pay plans, which go with the functional classification of the new job. See the time-off policies for the new position for the provisions related to the transfer of time-off accumulations.

2. When an employee transfers to an academic position he or she will receive terminal pay for accumulated paid time off in accordance with the **Separation Pay** policy.

**F. Converting sick time to vacation**

1. In March and September eligible employees will have the option of converting 80 hours of sick time (income protection) to 40 hours of vacation time.

2. To be eligible, employees must meet all of the following criteria:
   a. Must not have converted any income protection time to vacation time during the previous four years.
   b. Have five hundred sixty (560) or more hours of accumulated sick (income protection) time as of the first full pay period in either March or September.
   c. Have at least ten (10) consecutive years in an appointed Support Staff position
   d. Have an appointed Support Staff position and be in pay status at the time the application conversion is submitted and is implemented

3. Conversion requests must be submitted in accordance with procedures and deadlines established by **Financial Management Services (FMS)/Payroll**. Requests that are submitted are irrevocable.

4. This section does not modify the terminal pay limitations as provided in the **Separation Pay** policy, nor the annual usage limitations provided in this vacation policy.