

	<b>Policy No.</b>
	<b>Issuing Authority: Human Resources</b>
	<b>Responsible Officer: AVP Human Resources</b>
	<b>Approval Date: October 6, 2020</b>
	<b>Policy Effective Date: October 15, 2020</b>
	<b>Next Review Date: October, 2023</b>

## VACATION

### I. Purpose

The purpose of this Policy is to define the University’s policy for administering vacation leave to Regular staff employees of the University.

### II. Scope/Applicability

This policy applies to all Regular Full-time University staff employees.

### III. Definitions/Key Terms

**Probationary Period:** the initial period of employment, during which both the administrative or staff employee and supervisor carefully consider whether the employee is willing and/or able to meet the standards and expectations of the position and if the employee should be retained by the University as a Regular employee.

**Regular Employee(s):** University employees who are hired with the expectation of continued employment, and have successfully completed the Probationary Period.

### IV. Policy

Because St. Thomas University recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, annual paid vacations are granted to eligible regular staff. The amount of vacation to which an employee is entitled depends on the employee’s classification and length of service.

To ensure the employee receives the personal benefits of taking a break from the routine that vacation days are meant to provide, the employee will not be allowed to work the vacation period and collect extra pay in lieu of vacation.

It is important for the employee to manage his or her vacation time throughout the year. Vacation time must be taken in the year it is earned, and must not be carried over into the next year.\*

Any vacation taken but unearned at the time of separation will be deducted from the employee’s last paycheck.

## Accrual Rules

The University grants paid vacation leave to regular staff employees from the start date of full-time employment. Vacation is accrued each pay period as follows:

- A. Senior Administrative Staff (President's Cabinet & Academic Deans)  
20 days per fiscal yr. ending June 30<sup>th</sup> (5.83 hrs/pay period)
- B. Full-Time Employees (exempt & non-exempt)
- |               |                                    |                     |
|---------------|------------------------------------|---------------------|
| 1st-9th yr.   | 15 days per fiscal yr. ending 6/30 | 4.38 hrs/pay period |
| 10th yr. plus | 20 days per fiscal yr. ending 6/30 | 5.83 hrs/pay period |
- C. Leave of Absence

If a staff employee is on a leave of absence, vacation days accrue while the staff employee is on a paid portion of a leave of absence, subject to the accumulation limit rates set forth below. A regular staff employee will not accrue vacation time while on an unpaid leave.

## Increments

Vacation for Exempt employees may be taken in one (1)-day increments.

Vacation for Non-Exempt employees may be taken in half day increments based on their scheduled work day.

## Pay in Lieu of Vacation

Active employees are required to take their earned vacation. No payments will be made in lieu of taking vacation.

## Vacation Scheduling

The University will attempt to allow an employee to take vacation at the time requested. All vacation dates must be coordinated and approved by the employee's supervisor, who should be notified at least two (2) weeks before the employee wants the vacation to begin. There are certain times of the year when, due to business needs, vacation will not be approved (i.e. the month before the Fall Term starts.) At all times of the year, the University needs to ensure a sufficient number of employees must be available to keep the University operating smoothly. Therefore, in the case of a conflict of dates, the supervisor will make the final determination regarding vacation scheduling.

\*The intent of this policy is for vacation to be taken in the year earned. However, there are circumstances where an employee may be asked to delay taking vacation due to business constraints. In these limited circumstances, carry over is allowed as follows:

- Employees may carry over a total of 5 days (based on your scheduled work week) of unused vacation to the next fiscal year, only with management approval.
- Unused vacation days in excess of the carry over limits above will be forfeited unless the employee's supervisor has specifically requested that the employee postpone the vacation.

If this is the situation, the employee's supervisor will work with the employee to come up with the best possible solution.

**V. Applicable Legal Requirements**

Not Applicable.

**VI. Related Policies**

Not Applicable.

**VII. Sunset Review**

This policy shall be reviewed in three years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect substantial organizational, physical, or academic change(s) at STU or any change required by law.

This policy supersedes all previous versions of the Vacation policy.