

University Enterprises, Inc. Policies and Procedures		Policy No. 505
Section:	Human Resources	
Policy:	Vacation	
Revised Date:	July 1, 2017	

Vacation

I. PURPOSE

To provide a paid time off benefit for eligible employees.

II. SCOPE

This policy applies to all Regular University Enterprises, Inc. (UEI) employees, as defined in Policy No. 010.

III. POLICY

University Enterprises, Inc. may require each eligible employee to take an annual vacation as paid time off away from work.

IV. PROCEDURES

A. Vacation is accrued per pay period. There are two pay periods per month. Vacation is accrued according to the following schedules:

1. Employees hired, promoted, or reclassified to an exempt position after June 30, 2017 will accrue vacation according to the following schedule:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>
Less than 6 years	5.00
6 years to 10 years	6.00
10 years to 20 years	7.00
Over 20 years	8.00

The maximum vacation accrual for this group of employees is 288 hours with 10 or less years of service and 344 hours with more than 10 years of service.

2. Employees classified as exempt prior to July 1, 2017 earn 8 hours of vacation per pay period. The maximum vacation accrual for this group of employees is 384 hours with 10 or less years of service and 440 hours with more than 10 years of service.
3. Those employees in positions designated as Management Personnel Plan (MPP) as defined in Policy No. 012, regardless of hire date, will earn 8 hours of vacation per pay period. The maximum vacation accrual for this group of employees is 384 hours with 10 or less years of service and 440 hours with more than 10 years of service.
4. All Regular, full-time non-exempt employees accrue vacation according to the following schedule:

<u>Years of Service</u>	<u>Hours Per Pay Period</u>
Less than 3 years	3.33
3 years to 6 years	5.00

6 years to 10 years	5.67
10 years to 15 years	6.33
15 years to 20 years	7.00
20 years to 25 years	7.67
Over 25 years	8.00

The maximum vacation accrual for this group of employees is 272 hours with 10 or less years of service and 384 hours with more than 10 years of service.

5. Regular salaried employees who work only during the academic year or on a 10 month appointment, but are paid over the entire year, may (depending on the position) continue to accrue vacation at normal rates during the periods not worked.
6. Hourly employees accrue vacation based on the number of hours worked.
7. Once an employee reaches his or her maximum vacation accrual, he or she will earn no additional vacation time until the employee begins to use their accrued vacation time.

B. Eligibility and Carryover:

1. Vacation hours will accrue on a semi monthly (twice a month) basis. For example, an employee earning 6.66 hours vacation per month will be credited 3.33 hours for each pay period if they have worked the required number of hours.
2. Salaried employees who are in paid status at least six days in a pay period earn the full vacation accrual for the pay period. Those who are in paid status fewer than six days in a pay period will not accrue vacation that period.
3. Vacation is not earned during an unpaid leave of absence. Vacation accrual resumes upon return to active service.
4. Unused vacation time will be paid to employees upon separation.

C. Scheduling:

1. Selection of vacation dates is subject to approval by the employee's supervisor. If requests are made in a timely manner, and a scheduling conflict develops, absent business necessity, preference will be granted based on length of employees' service with UEI.
2. University Enterprises, Inc. maintains the right to disallow vacation at certain times of the year and at any time that would adversely affect operations.
3. Non-exempt employees must take vacation time in increments of not less than 15 minutes. Exempt employees must take vacation time in increments of not less than one whole working day.

IV. RELATED POLICIES

Policy No. 010	Definitions of Employment Status/Appointment Codes
Policy No. 012	Management Personnel Plan (MPP)
Policy No. 410	Timekeeping
Policy No. 805	Employee Separation