

<b>University Enterprises, Inc. Policies and Procedures</b>	<b>Policy No. 506</b>
<b>Section:</b>	Human Resources
<b>Policy:</b>	Vacation Cash Out - Hardship
<b>Effective Date:</b>	March 27, 2017

## Vacation Cash Out - Hardship

### I. PURPOSE

In the event of Hardship or an Unforeseeable Emergency, University Enterprises, Inc. (UEI) will allow our eligible employees to cash out a portion of their accrued but unused vacation balance. This policy is intended to provide employees with the ability to utilize accrued vacation time in cases of hardship.

### II. SCOPE

- A. All Regular employees, as defined in Policy No. 010, are eligible.
- B. Employees covered under the Memorandum of Understanding must follow the union contract provisions.

### III. POLICY

UEI will allow an eligible employee to cash out unused vacation hours in cases of Hardship or an Unforeseeable Emergency.

### IV. DEFINITION

Hardship or an Unforeseeable Emergency is when there is the need to pay for the following types of expenses (this list is not all inclusive), medical expenses, funeral expenses, imminent foreclosure of or eviction from the employee's primary residence, certain expenses needed for the repair of damage to the employee's principal residence, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the employee.

### V. PROCEDURES AND RESPONSIBILITIES

- A. The following eligibility parameters must be met in order to consider a cash out of unused vacation hours:
  1. The employee must have a minimum of 40 hours remaining in their vacation balance after the cash out is paid.
  2. The employee may receive all or part of their accrual in excess of 40 hours.
  3. The employee will complete a "Vacation Cash Out Request" form.
  4. All requests for cash out of unused vacation hours need to be approved by the UEI Executive Director. The UEI Executive Director has the discretion to determine if the unforeseen emergency meets the definition of hardship as stated in Article IV.
  5. If the employee requesting the cash out is employed in a UEI sponsored program (non-UEI Central staff), the request would need to have the additional approval of the project director of the program.
  6. The employee is allowed one vacation cash out per calendar year.

### VI. RELATED POLICIES

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| Policy No. 010 | Definitions of Employment Status/Appointment Codes |
| Policy No. 505 | Vacation   |