



## Vacation Benefits – Non-Exempt Staff

### Overview

The University provides paid vacation time to be used by the employee provided that the following requirements are met:

- The employee is eligible (see eligibility below) for vacation and has accrued the time;
- The employee has completed the three-month orientation period; and
- The employee obtains supervisory approval.

### Eligibility

Vacations with pay are granted to all eligible full-time employees. Twelve-month employees scheduled for less than 37.5 hours per week on a continuing basis are considered part-time and do not accrue vacation.

### Earning Vacation

Vacation time for staff accrues starting the first of the month after the 90-day anniversary of employment. During an anniversary year, vacation will be calculated at the current rate for the time up to the first of the month following the anniversary date. From that date forward and for the remainder of the calendar year, vacation will be calculated at the new rate. Accrual rates are as follows:

Length of Service	Days Per Year	Days Accrued Per Month
3 months-5 years	10	.8333
Start of 5 <sup>th</sup> -10	15	1.25
Start of 10 <sup>th</sup> -15	20	1.666

### Grandparent Provision

Employees who have been with the University on a full-time basis, prior to January 1, 2003, will continue to earn vacation time at the following accrual rates:

Length of Service	Days Per Year	Days Accrued Per Month
Start of 15 <sup>th</sup> -20	25	2.084
Start of 20 <sup>th</sup> -25	30	2.5 (Max accrual)

### Scheduling Vacation

- Vacations are scheduled at the mutual convenience of the department and the employee;
- Each vacation day may be taken in ½ day increments and must be pre-approved by the department supervisor;
- University holidays occurring during a vacation period are not counted as vacation days;
- If scheduling conflicts arise, supervisors will take seniority into consideration when deciding which employee should be granted time off. This will occur only if all parties involved cannot come to an agreement on the vacation schedule;
- Although seniority may be taken into consideration, it should not be the



usual deciding factor for determining vacation schedules. Each department member should be given the opportunity to exercise his or her vacation privilege during peak vacation request times;

- When operational, budget, or scheduling problems make it necessary, a supervisor may designate a specific vacation period;
- Serious illness of an employee occurring during vacation is considered sick leave and is not charged to vacation unless sick leave has been exhausted. Employees may be required to furnish a written physician's statement. If the illness constitutes a "serious health condition" under the Family and Medical Leave Policy, an eligible employee must comply with those specific requirements.

**Reporting Vacation Time** Staff should report their vacation time in hours next to the vacation category on their bi-weekly [time card](#).

**Unused Vacation Time** For the health and well-being of the University's employees, the University encourages all employees to take their vacation within the calendar year in which it accrues. Vacations are scheduled at the mutual convenience of the department and the employee. In the event special work demands prevent an employee from taking all available vacation days, a request may be made to carry over up to 5 days of vacation into the following vacation year. The vacation carryover days must be used by the end of May in the following vacation year or will be forfeited. There is no provision for pay in lieu of earned vacation except at termination. A request to carry over accrued but unused vacation time, including a rationale, must be submitted no later than the second week of December to the immediate supervisor, and then up through the Division VP and Human Resources for final approval. If approved the carryover vacation hours will added to the employee's vacation balance in the Banner self-service site

**Vacation Paid Out at Time of Termination** In the event of separation from employment, an employee is entitled only to the accrued unused vacation time verified by the department supervisor and the Office of Human Resources. That amount will be paid to separating employees in their final paycheck. Accordingly, money owed to John Carroll University for used vacation that has not yet been accrued will be deducted from their final paycheck.