

Academic Affairs Manual (ACD)

ACD 704–01: Vacation Leave

Effective: 7/1/1978

Revised: 7/1/2011

Purpose

To provide vacation leave for faculty and academic professionals

Source

Office of the Provost of the University

Applicability

Faculty

Academic professionals

Policy

Academic Year Appointments

Faculty and academic professionals employed on an academic-year basis do not accrue vacation time.

Fiscal Year Appointments

Faculty and academic professionals on fiscal year appointments employed at 50 percent FTE or greater for a continuous period of six months or more accrue vacation time. Accrual starts on the first day of employment and for 100 percent FTE faculty and academic professionals is accrued at a rate of 22 days per year from the date of appointment; individuals with at least a 50 percent appointment are credited with leave time based on the percentage of time worked. Unused vacation leave time may be accumulated and carried forward from one year to the next in a total amount not to exceed 1 1/2 times the maximum number of days that can be accrued by an employee in a given year. The number of vacation leave hours carried forward plus those earned during the current year constitute the number of days of vacation leave available at any given time. Vacation accruals in excess of 1 1/2 year credit are forfeited at the end of the calendar year. Faculty and academic professionals on fiscal-year appointments may take vacation leave from the date of hire as the leave is accrued and are encouraged to use such leave on a regular basis for purposes of rest and renewal.

Before using paid vacation leave, a faculty member or academic professional on a fiscal-year appointment must receive approval from the immediate supervisor.

The computation of accumulated vacation leave is based on a full-time, eight-hour day. Persons working less than 100 percent FTE but at least 50 percent FTE are credited with vacation leave adjusted to the percentage of time worked.

Payment for Accrued Vacation Leave

A payment for accrued vacation leave will be made at the eligible faculty or academic professional's current rate of pay upon termination from the position or any vacation-accruing appointment. Payment for vacation leave shall be made

within one month following the end of the appointment and will not exceed the amount earned for one year of service at the individual's FTE appointment (i.e., 176 hours for a 100% FTE appointment).

In the event of the employee's death, the employee's estate shall be paid for all accumulated vacation leave at the rate of pay in effect at the time of the employee's death.

Faculty or Academic Professionals on Paid Leave

Vacation leave continues to accrue at the individual's FTE rate while faculty or academic professionals with fiscal-year appointments are on paid leave, such as:

1. sick leave
 2. vacation leave
 3. bereavement leave
 4. leave with pay, including sabbatical leave
 5. holidays
- and
6. workers' compensation while receiving partial salary through the university.

Faculty or Academic Professionals on Unpaid Leave

Vacation leave will not accrue while faculty or academic professionals are on unpaid leave, such as:

1. leave without pay
- and
2. extended military leave.

Employees on Military Leave

Employees called to active duty who have accrued vacation leave may elect to:

1. retain accrued vacation hours until their return to active work status
 2. have hours paid out each pay period at either their normal or reduced work schedule
- or
3. request a lump sum payment through their department for all accrued vacation hours.