

**University Policy Number 200.10:  
VACATION LEAVE**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** June 2006

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to provide Vacation Leave to full-time employees and part-time twelvemonth salaried employees (minimum of 20 hours per week and not more than 35 hours per week). This benefit provides opportunities for employees to use earned vacation leave to take time off from work without loss of compensation or benefits. It is afforded to all full-time employees and part-time twelve-month salaried employees. New full-time employees are credited with forty (40) hours of vacation leave and part-time twelve-month salaried employees are credited with 20 hours of vacation leave upon successfully completing the six-month probationary period. Vacation leave is accrued at the completion of each semimonthly pay period, 15th and the last working day of the month.

**Statement of Purpose**

This policy establishes guidelines for the administration of the Vacation Leave Program. Vacation leave provides paid leave to employees for vacations or other personal purposes. It allows employees to take paid time off from work by using their accrued vacation leave hours for the absent period. The rate at which an employee earns vacation leave hours is based on the number of years of salaried service credited to the employee. Employees who separate from the University or experience certain other status changes may receive payment for unused vacation leave up to established pay-out limits.

**Applicability**

This policy is applicable to all full-time hourly employees, twelve-month contract employees, and part-time twelve-month salaried employees. Probationary employees are not eligible to earn vacation leave hours.

**PROCEDURES**

**Determining the Accrual Rate**

- The rate at which an employee earns vacation leave is based upon the years of salaried service or full-time employment with the University.

**Accrual of Vacation Leave**

- Vacation leave accrues at the end of the day of each completed semi-monthly pay period. 1 through the 15 and the 16 through the last working day of the month. It is credited to the employee and available for use on the first day of the next pay period, 1 and 16th of the month. An employee must have worked or have been on paid leave for the entire pay period in order to accrue the vacation leave hours.

**Vacation Leave Hours Accrual Rate**  
**(Full-Time Hourly and Twelve-Month Contract Employees)**

Employees will be credited with 40 vacation leave hours (5 days) upon completion of the six-month probationary period. Vacation leave hours will accrue according to the following schedule:

| <u>Years of Service</u> | <u>Accrual Rate</u>   | <u>Annual Vacation Earning</u> |             |              |
|-------------------------|-----------------------|--------------------------------|-------------|--------------|
|                         | <u>Per Pay Period</u> | <u>Hours</u>                   | <u>Days</u> | <u>Weeks</u> |
| 6 months (credited)     | 0                     | 40                             | 5           | 1            |
| 7 months - 12 months    | 3.34 hours            | 40                             | 5           | 1            |
| 1 - 14 years            | 3.34 hours            | 80                             | 10          | 2            |
| 15 -19 years            | 5.00 hours            | 120                            | 15          | 3            |
| 20 year s or more       | 6.68 hours            | 160                            | 20          | 4            |

**Maximum Vacation Accumulations**  
**(Full-Time Hourly and Twelve-Month Contract Employees)**

| <u>Years of Service</u>           | <u>Maximum Vacation</u> |
|-----------------------------------|-------------------------|
| Accumulations 7 months - 14 years | 160 hours (20 days)     |
| 15 - 19 years                     | 240 hours (30 days)     |
| 20 years or more                  | 320 hours (40 days)     |

Carryover and Payment Limits

- Vacation leave accumulations beyond the maximum hours that may be allowed to carry over from one fiscal year to the next will be subtracted on July 1 of each year. Employees may be paid the applicable maximum accumulation upon separation from the University.
- Employees under sponsored programs positions will not be paid for vacation leave upon separation and their vacation leave will not carry over from one grant year to the next.

**Vacation Leave  
Accruals**

**(Part-Time Twelve-Month Salaried Employees)**

Vacation leave hours will accrue according to the following schedule:

| <u>Years of Service</u> | <u>Semi-Monthly Accrual Rate</u> | <u>Annual Vacation Hours</u> |
|-------------------------|----------------------------------|------------------------------|
| 6 months (credited)     | 0                                | 20 hours (2.5days)           |
| 7 -12 months            | 1.67 hours                       | 20 hours (2.5 days)          |
| 1 - 14 years            | 1.67 hours                       | 40 hours (5 days)            |
| 15 - 19 years           | 2.50 hours                       | 60 hours (7.5 days)          |
| 20 years or more        | 3.34 hours                       | 80 hours (10 days)           |

**The maximum accumulations for vacation leave hours  
for part-time employees are as follows:**

| <u>Years of Service</u> | <u>Maximum Vacation Accumulations</u> |
|-------------------------|---------------------------------------|
| 7 - 12 months           | 40 hours (5 days)                     |
| 1 - 14 years            | 80 hours (10 days)                    |
| 15 - 19 years           | 120 hours (15 days)                   |
| 20 years or more        | 160 hours (30 days)                   |

**Requesting and Using Vacation Leave**

- Employees cannot use vacation leave until it is accrued. Hours accrued in one pay period will be available to be used the following pay period.

- All requests to use vacation leave must be approved by the supervisor or the leave will be considered unauthorized and the employee's paycheck may be docked.
- Employees must request and receive approval from their supervisors to take vacation leave time. Employees should make their requests for leave as far in advance as possible. The supervisor should attempt to approve an employee's request for vacation leave, provided the University's operations are not adversely affected by the leave.
- When an official holiday falls within the employee's approved vacation time, the leave time will not be deducted for the holiday. The employee may request to take a vacation day at a future date.
- When an employee takes leave time that was requested but not approved, the employee will be subject to the following actions:
  - the absence will be designated as unauthorized;
  - the employee will not be paid for the time missed;
  - the employee will not accrue vacation or sick leave for the pay period(s) that the absence occurred because the leave would be considered leave without pay; and
  - the University may also take disciplinary action.

Vacation leave will automatically be used when an employee on sick leave exhausts his/her accrued sick leave. The Employee has the right to request leave without pay to retain his/her vacation leave. However, if the request is not submitted and approved in a timely manner, the vacation leave will be used. An employee may use vacation leave to continue receiving pay while on Leave-Without-Pay status during suspension pending the investigation or outcome of court proceedings. Employees who are absent due to a work related illness or injury may use their vacation leave to receive payment for the first five workdays of Workers' Compensation after they have exhausted their sick leave.

Vacation leave does not accrue in the following situations:

- Any semi-monthly pay period when the employee is on leave without pay (LWOP) for the entire pay period; and
- When an employee is suspended (LWOP) pending the results of an official investigation or court action, or placed on disciplinary suspension; however, if the suspension partially extends into another semimonthly pay period, the employee accrues leave for

that pay period.

### **Military Leave**

Employees may retain their vacation leave balance and have it reactivated upon their return to the University from military leave. Employees on military leave without pay will not accrue vacation leave.

