SNU Policy: Staff Vacation Leave
SNU Policy ID: Benefit Information D-01
Policy Reviewed by: Director of Human Resources
Approval Authority: Chief Financial Officer
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POLICY: It is the policy of Southern Nazarene University to grant vacation leave with pay to eligible employees in accordance with the guidelines established below.

ELIGIBILITY:

- Full-time and part-time staff employees in positions classified as 0.50 full-time equivalent (FTE) to 1.0 FTE.
- Employees in temporary, seasonal, and student positions are not eligible to earn vacation leave.
- Faculty and adjunct instructors are not eligible to earn vacation leave under this policy.

PROCEDURE:

- Vacation must be accrued before it can be taken.
- For a full day off, vacation leave is to be utilized in the amount that mirrors the employee's normal work schedule for that day (i.e. an employee with a 12-hour schedule would use 12 hours of vacation for that day).
- For a partial day off, vacation leave can be taken in one-minute increments.
- All employees will report vacation leave used during the pay period in which it is taken.
    - Exempt employees are required to report vacation leaves, even though they do not report hours of work under the Fair Labor Standards Act.
- Pay in lieu of vacation time off is not allowed except as detailed in the section below titled "**Benefits Upon Retirement, Separation, or Change to Ineligible Status."**
- An employee's base pay rate and standard hours in effect at the time vacation is taken are used in calculating vacation pay.
- Paid vacation is excluded from "time worked" in calculating overtime pay.
- Vacation time must have supervisory approval in advance to ensure adequate staffing. Managers and supervisors reserve the right to designate when some or all vacations are taken. Supervisors are responsible for ensuring adequate staffing levels and resolving vacation scheduling conflicts.
- If a paid holiday falls within an employee's vacation period, the holiday pay will be paid in lieu of vacation leave.
- No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.
- Employees who use vacation leave for surgery will be required to present a return-to-work release to Human Resources before returning to work.

Vacation Accrual

- "Accrued vacation" and "vacation leave" is the amount of time available for the employee to use as paid time off.
- Vacation leave is not cumulative and must be taken in the fiscal year immediately following the year in which it is accrued. Only one year's worth of vacation leave can be carried past July 1 of each year.
- Vacation leave in excess of one year's entitlement will be converted to sick leave on July 1 of each year up to a maximum of 720 hours of sick leave.
- Vacation leave begins to accrue on the first day of eligible employment.
- Vacations are accrued according to the employee's length of service, FTE, and position classification.

- Position classification is divided into three tiers:
  - Non-Management Accrual Tier is used for all individuals, not included in the Management Accrual Tier.
  - Management Accrual Tier is used for individuals with a specific title of Director (not Assistant or Associate Director) and above, up to, but not including, the Administrator Tier. It may also include select individuals where the title may not represent the nature of their management role.
  - Administrator Tier is used for individuals with a specific title of Vice-President (not Assistant or Associate Vice-President) and above.
  - Vacation accruals are posted at the end of each pay period.
- For employees who are exempt from overtime (e.g. salaried):
  - Accruals are calculated per month based upon the FTE Level (see accrual charts below).
  - New employees will accrue for the entire first month of employment, even if they start on the last day of the month.
- For employees who are not exempt from overtime (e.g. hourly), accruals are calculated for hours worked up to 40 hours per week (see accrual charts below).
- Vacation leave accrual is calculated upon "base pay" and not other forms of compensation such as bonus, incentive, overtime, double time, call back pay, stipends, adjunct pay, leave without pay, etc.
- The accrual charts for employees working a full 12-month job are below. Please note the rates are separated between two tier groups, between types of employees (exempt and non-exempt), and between FTE (full-time equivalent):

Accrual Charts for 12 Month Employees

NON-EXEMPT STAFF

Non-Management Accrual Tier		
Years of Service	Hours Accrued Per Hour Worked	Maximum Rollover
0-9	0.0385 hours	80 hours
10+	0.0578 hours	120 hours

Management Accrual Tier		
Years of Service	Hours Accrued Per Hour Worked	Maximum Rollover
0-9	0.0578 hours	120 hours
10+	0.0769 hours	160 hours

EXEMPT STAFF- 1.00 FTE

Non-Management Accrual Tier		
Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	6.67 hours	80 hours
10+	10 hours	120 hours

Management Accrual Tier		
Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	10 hours	120 hours
10+	13.33 hours	160 hours

EXEMPT STAFF - 0.75-0.99 FTE

Non-Management Accrual Tier		
Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	5.00 hours	60 hours
10+	7.50 hours	90 hours

Management Accrual Tier		
Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	7.50 hours	90 hours
10+	10.00 hours	120 hours

EXEMPT STAFF - 0.50-0.74 FTE

Non-Management Accrual Tier

Management Accrual Tier

Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	3.34 hours	40 hours
10+	5 hours	60 hours

Years of Service	Hours Accrued Per Month	Maximum Rollover
0-9	5 hours	60 hours
10+	6.67 hours	80 hours

ADMINISTRATORS

Years of Service	Hours Accrued Per Month	Maximum Rollover
ALL	13.33 hours	160 hours

Accrual adjustment for 9, 10, 11 Month Employees

- Exempt (e.g. salaried) employees on a 9, 10 or 11 month work schedule will accrue vacation as follows:
    - 9 month: 9/12 of a 12 month employee's accrual
    - 10 month: 10/12 of a 12 month employee's accrual
    - 11 month: 11/12 of a 12 month employee's accrual

- Non-exempt (e.g. hourly) employees on 9, 10, or 11 month work schedules accrue vacation time for each hour worked, using the same accrual rate as 12 month hourly (non-exempt) employees. No vacation leave will be accrued for periods in which no hours are worked.

Benefits Upon Retirement, Separation, or Change to in Status

- Employees who transfer to a leave eligible position in another SNU department will keep the balance of their accumulated vacation leave.
- Eligible employees will receive a payout for their accrued vacation upon retirement, separation, or transition to an ineligible status. The payout will cover vacation accumulated through the last day of employment or eligibility.
- No vacation payout is provided for an employee who works less than six months.
- Departing employees will be paid for vacation accrued through their last day.
- Vacation cannot be used to extend a termination or retirement date.

Benefits After Rehire/Break in Service

See Rehire Policy B-6

Benefits During Leave of Absence

- Employees on a leave of absence are required to use all accrued paid vacation time as part of the leave.
- Employees on leave, other than military active duty or National Guard training, will not accrue any new vacation time during the leave.
- If an SNU staff employee is the main sponsor (or co-sponsor) of an approved SNU missions trip, the staff employee will not be required to take vacation leave for the days spent on the missions trip. As with all "out-of-office" requests, the employee must have supervisory approval before committing to sponsoring (or co-sponsoring) the trip to ensure adequate departmental staffing.

Benefits During Short-Term Disability, Long-Term Disability and Workers' Compensation

Accumulated vacation must be used to supplement partial pay while receiving Short-Term Disability or Workers' Compensation benefits, according to the terms of the policy or individual state law