

**NUMBER:** D-1

**TITLE:** VACATIONS

**POLICY:** It is the policy of Southern Nazarene University to grant annual vacations with pay to full time and part-time employees in accordance with the guidelines established below. Pay in lieu of vacation time off will not be allowed.

**PROCEDURE:** Vacations are accrued or earned based on the employee's length of service. In addition, vacations are not cumulative and must be taken in the fiscal year immediately following the year in which they are accrued, i.e. only one year's worth of vacation accrual can be carried past July 1st of each year. Vacation accrued but not taken will be forfeited.

During the first six months of employment, vacation time will be accrued, however, the employee is not eligible to take vacation time off. No vacation is provided for an employee who works less than six months. A new employee will be given credit for the entire first month of employment, even if he/she started on the last day of the month.

Salary/Exempt employees will accrue paid vacation according to the following schedule (annual totals shall be rounded to the nearest whole hour):

<u>Service Period</u>	<u>Level Two</u>	<u>Level One</u>
Year 1 through 10	6.67 hrs per month	10.00 hrs per month
Year 11 and above	10.00 hrs per month	13.33 hrs per month

Hourly/Non-Exempt employees will accrue paid vacation according to the following schedule:

<u>Service Period</u>	
Year 1 through 10	.0385 per hour worked (If an employee works Full Time (2080 hrs/yr) this equals 2 weeks of vacation each year)
Year 11 and above	.0578 per hour worked (If an employee works Full Time (2080 hrs/yr) this equals 3 weeks of vacation each year)

Employees who feel there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the Human Resources or Payroll Department.

Vacation pay for full-time and part-time employees will consist of the employee's regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday.

Vacation time will have supervisory approval in advance to ensure adequate staffing. The managers and supervisors reserve the right to designate when some or all vacations must be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service.

If an SNU staff employee is the main sponsor (or co-sponsor) of a cabinet 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.

Employees on a leave of absence, other than a military or family medical leave of absence, are required to use all accrued paid vacation time as part of the leave. In addition, employees on a leave, other than military or family medical leave, will not accrue any new vacation time during the leave.

When employment is terminated, employees will receive vacation pay for any unused vacation accrued at the time of termination.

If a paid holiday falls within an employee's vacation period, the holiday will be paid and the vacation day will be saved for use at another time. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation.

Original 1/98  
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