

# LAKE SUPERIOR STATE UNIVERSITY

## Administrative Policy

**POLICY NUMBER: 4.1.14**

**POLICY TITLE: VACATION LEAVE**

### **1.0. POLICY STATEMENT**

This policy establishes guidelines for the administration of paid time off, referred to in this policy as Vacation Leave time. It is the policy of Lake Superior State University (LSSU) to provide time off from scheduled workdays in the form of Vacation Leave to full-time and part-time employees. This benefit provides opportunities for employees to use earned Vacation Leave, with prior supervisory approval, to take time off from scheduled work without loss of compensation or benefits.

### **2.0. STATEMENT OF PURPOSE**

This policy establishes guidelines for the administration of Vacation Leave. 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 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 payout limits.

### **3.0. NON-UNION SUPPORT NON-EXEMPT (Hourly - B2)**

This section applies to non-union, hourly, support positions. These employees are subject to overtime regulations.

3.1. Eligibility: Vacation Leave time begins to accrue on the first date of employment. However, no employee shall be eligible for paid Vacation Leave time or receive pay in lieu of Vacation Leave time before it accrues and before the completion of six (6) months of employment, except during times when the University, at its discretion, is shutdown or requires the employee to take time off. In these special circumstances, employees may borrow against future Vacation Leave accruals. The maximum number of hours an employee can borrow is equivalent to the hours the employee is scheduled for in a normal workweek.

3.2. Vacation Leave Accrual Rate for 12-month appointments\*:

- a. 1st year.....3.7 hours per pay period (on 80 hours paid)
- b. 2nd through 7th year.....4.6 hours per pay period (on 80 hours paid)
- c. 8th through 14th year.....5.6 hours per pay period (on 80 hours paid)
- d. 15th and subsequent years...7.4 hours per pay period (on 80 hours paid)

**\*For part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours per pay period (up to 80 hours).**

NOTE: Vacation Leave time will not accumulate beyond two hundred eighty-eight

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(288) hours. Over-time and Docked hours do not count in the calculation of Vacation Leave accruals.

3.3. Documentation & Usage: All requests for time off require prior approval from the department head or immediate supervisor. All absences from the normal work area or schedule must be documented on the Application for Approved Absence form. The employee must request Vacation Leave time at least three days in advance. Department heads may, at their discretion, approve absences for Vacation Leave without the three-day advance notice.

3.4. Usage: To be compliant with wage and hour law, all leave time will be documented and recorded to the tenth of an hour (six-minute intervals).

3.5. Scheduling: Vacation Leave time shall be scheduled at the convenience of the department or office in which the employee works. However, the University will make an effort to grant the employee full Vacation Leave time each fiscal year. Where practical, departments may request employees to schedule their vacations by April 1, for the remainder of the year.

3.6. Special Appointments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Vacation Leave, may only schedule and use Vacation Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll.

3.7. Vacation Leave in lieu of Sick Leave: Vacation Leave (if available) will be charged in lieu of Sick Leave when an employee has exhausted their Sick Leave accrual, consistent with requests of Sick Leave policy.

3.8. Payment: Pay for Vacation Leave time shall be at the employee's hourly rate at the time Vacation Leave is taken, times the number of hours of accrued Vacation Leave time scheduled and used (not to exceed 8 hours in a day or 40 hours in a week) and shall be paid on the regular pay day.

3.9. Vacation Leave Coinciding with Holidays: If a day observed by the University as a holiday occurs during an employee's vacation, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Vacation Leave time. The request for Vacation Leave time should only reflect the number of hours of vacation needed.

3.10. Payout: An eligible employee will receive their accrued Vacation Leave time paid out at the employee's current hourly rate times the number of hours of Vacation Leave time (to a maximum of 288 hours) in their final pay under the following circumstances:

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- a. Retirement
- b. Termination of employment
- c. Death, in which case the beneficiary will be paid

A separating employee with a negative Vacation Leave accrual balance will be charged for the number of negative Vacation Leave accrual hours times the employee's current hourly rate from their final paycheck.

### **4.0. ADMINISTRATIVE PROFESSIONAL NON-EXEMPT (Hourly - B3)**

This section applies to those hourly, Administrative employees subject to overtime regulations.

4.1. Vacation Leave time begins to accrue on the first date of employment. However, no employee shall be eligible for paid Vacation Leave time or receive pay in lieu of Vacation Leave time before it accrues and before the completion of 2 weeks of employment, except during times when the University, at its discretion, is shutdown or requires the employee to take time off. In these special circumstances, employees may borrow against future Vacation Leave accruals not to exceed 40 hours, creating a negative accrual balance.

4.2. Accrual Rate for 12-month appointments\*:

- a. 1st through 5th year..... 6.5 hours per pay period (on 80 hours paid)
- b. 6th and subsequent years.... 7.4 hours per pay period (on 80 hours paid)

**\*For Part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours in a pay period (up to 80 hours).**

NOTE: Vacation Leave time will not accumulate beyond two hundred eighty-eight (288) hours. Over-time and Docked hours do not count in the calculation of Vacation Leave accruals.

4.3. Documentation: All requests for time off require prior approval from the department head or immediate supervisor. All absences from the normal workstation or schedule must be documented on the Application for Approved Absence form. The employee must request Vacation Leave time at least three days in advance. Department heads may, at their discretion, approve absences for vacation without the three-day advance notice.

4.4. Usage: To be compliant with wage and hour law, all leave time will be documented to the tenth of an hour (6- minute intervals).

4.5. Scheduling: Vacation Leave time shall be scheduled at the convenience of the department or office in which the employee works. However, the University will make

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an effort to grant the employee full Vacation Leave time each fiscal year. Where practical, departments may request employees to schedule their vacations by April 1, for the remainder of the year.

4.6. Special Appointments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Vacation Leave, may only schedule and use Vacation Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll. Employees on a unique schedule such as four 10-hour days will be charged 10 hours when taking a full day of vacation.

4.7. Vacation Leave in lieu of Sick Leave: Vacation Leave (if available) will be charged in lieu of Sick Leave when an employee has exhausted their Sick Leave accrual.

4.8. Payment: Pay for Vacation Leave time shall be at the employee's hourly rate at the time Vacation Leave is taken, times the number of hours of accrued paid Vacation Leave time scheduled and used (not to exceed 8 hours in a day or 40 hours in a week) and shall be paid on the next regular pay day.

4.9. Holidays: If a day observed by the University as a holiday occurs during an employee's Vacation Leave, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Vacation Leave time. The request for Vacation Leave time should only reflect the number of hours of vacation needed.

4.10. Payout: An eligible employee will receive their accrued Vacation Leave time paid out at the employee's current hourly rate times the number of hours of Vacation Leave time (to a maximum of 288 hours) in their final pay under the following circumstances:

- a. Retirement,
- b. Termination of employment, or
- c. Death, in which case the beneficiary will be paid.

A separating employee with a negative Vacation Leave accrual balance will be charged for the number of negative Vacation Leave accrual hours times the employee's current "equivalent" hourly rate from their final paycheck.

### **5.0. ADMINISTRATIVE PROFESSIONAL EXEMPT (Salaried - B1 including Coaching Staff)**

This section applies to those Administrative Exempt employees not subject to overtime regulations.

5.1. Eligibility: Vacation Leave time begins to accrue on the first date of employment. However, no employee shall be eligible for paid Vacation Leave time or receive pay in lieu of Vacation Leave time before it accrues and before the completion of

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2 weeks of employment. If an unforeseen event causes an employee to be absent and the employee does not have a sufficient amount of Vacation Leave time accrued, the employee will be charged against future accruals (creating a negative balance) to cover any single partial day and will be docked pay for all absences greater than a full day. In case of closedown of operations (i.e. Christmas break), the University will require employees to use Vacation Leave time for time not worked. If an employee does not have a sufficient amount of Vacation Leave time accrued during such time, the employee may borrow against future accruals, not to exceed 40 hours, creating a negative accrual balance.

### 5.2. Accrual Rate for 12-month appointments\*:

- a. 1st through 5th year..... 6.5 hours per pay period (on 80 hours paid)
- b. 6th and subsequent years.... 7.4 hours per pay period (on 80 hours paid)

**\*For Part-time appointments and appointments of less than 12 months, accrual is pro-rated based on actual paid hours in a pay period (up to 80 hours).**

NOTE: Vacation Leave time will not accumulate beyond two hundred eighty-eight (288) hours.

5.3. Documentation: All requests for time off require prior written approval from the department head or immediate supervisor. This written documentation and approval must be submitted to Human Resources.

5.4. Usage: Use of Vacation Leave time will be charged for time off exceeding 2 hours. Time away from work for two or less hours must be coordinated with the department head or immediate supervisor in advance. If it is not approved in advance, the employee's Vacation Leave bank will be charged.

5.5. Scheduling: Vacation Leave time shall be scheduled at the convenience of the department or office in which the employee works. However, the University will make an effort to grant the employee full Vacation Leave time each fiscal year.

5.6. Special Appointments: Employees who are on special appointments (less than full-time or less than 12 months) who accrue Vacation Leave, may only schedule and use Vacation Leave time during the hours they are scheduled to work, or during the period of their appointment while they are on payroll. Employees on a unique schedule such as four 10-hour days will be charged 10 hours when taking a full day of vacation.

5.7. Vacation Leave in lieu of Sick Leave: Vacation Leave (if available) will be charged in lieu of Sick Leave when an employee has exhausted their Sick Leave accrual.

5.8. Payment: Pay for Vacation Leave time shall be at the employee's "equivalent"

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hourly rate at the time Vacation Leave is taken, times the number of hours of accrued paid Vacation Leave time scheduled and used and shall be paid on the next regular pay day.

5.9. Holidays: If a day observed by the University as a holiday occurs during an employee's Vacation Leave, the employee shall, if otherwise eligible for it, receive holiday pay and that day will not be charged against accrued Vacation Leave time. The request for Vacation Leave time should only reflect the number of hours of vacation needed.

5.10. Payout: An eligible employee (excluding contractual coaching staff hired effective July 1, 2002 or later), will receive their accrued Vacation Leave time paid out at the employee's current "equivalent" hourly rate times the number of hours of Vacation Leave time (to a maximum of 288 hours) in their final pay under the following circumstances:

- a. Retirement,
- b. Termination of employment, or
- c. Death, in which case the beneficiary will be paid.

A separating employee with a negative Vacation Leave accrual balance will be charged for the number of negative Vacation Leave accrual hours times the employee's current "equivalent" hourly rate from their final paycheck.

### **6.0. EDUCATION SUPPORT PROFESSIONALS (ESP) POSITIONS (Hourly - F1)**

Refer to the Agreement between the University and the Education Support Professionals MEA-NEA.

### **7.0. FACULTY (Salaried- A1)**

Refer to the Agreement between the University and the Faculty Association MEA-NEA.

### **8.0. RELATED POLICIES**

### **9.0. REVISIONS**

01/2015 - Removed segregation of special appointments and PT Employees – Add Usage

09/2002

08/1997

11/2016 - Added B3, Changed Usage