


Name of Policy: <u>Vacation policy</u> Policy Number: 3364-25-36 Approving Officer: President Responsible Agent: Associate Vice President and Chief Human Resources Officer; Executive Vice President for Finance and Administration/CFO Scope: All University of Toledo Campuses		 Review date: July 18, 2018 Original effective date: August 1, 2009	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The university shall provide vacation leave for university non-union staff employees and non-union faculty employees with twelve month/fifty-two week appointments for time off with pay for vacation under the following schedules.

(B) Purpose of policy

The purpose of this policy is to provide standardized practices and guidelines regarding earned paid time away from work.

(C) Guideline

(1) Hourly employees (non-union):

- (a) Covered employees: employees covered under this section include classified hourly (non-union) employees and unclassified hourly (non-union) employees
- (b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

Completed years of service	Annual accrual	Accrual rate per pay period (based on full-time status)	Maximum accrual	Maximum payout
Less than 1 year (52 weeks)	80 hours (10 days)	3.08 hours (.0385 per regular compensated hr)	80 hours (10 days)	0

After 1 year through 7 years	80 hours (10 days)	3.08 hours (.0385 per regular compensated hr)	240 hours (30 days)	240 hours (30 days)
After 7 years through 14 years	120 hours (15 days)	4.64 hours (.058 per regular compensated hour)	360 hours (45 days)	360 hours (45 days)
After 14 years through 24 years	160 hours (20 days)	6.16 hours (.077 per regular compensated hour)	480 hours (60 days)	480 hours (60 days)
After 24 years	200 hours (25 days)	7.696 hours (.0962 per regular compensated hr)	600 hours (75 days)	600 hours (75 days)

- (c) For purposes of determining years of service, employment with any state agency or political subdivision of the state is to be counted after receipt of verification (excluding student employment or employment with other states).
 - (d) Vacation leave will accrue based on regular compensated hours. Vacation leave will not accrue on overtime hours for hourly staff.
 - (e) Accrual rate will be pro-rated for part time employees based on actual regular compensated hours.
 - (f) At the time an employee changes accrual levels based on service as defined in paragraph (C) (2) (b) of this rule, the vacation balance in their holding account will be transferred into their regular vacation balance up to the new maximum accrual.
 - (g) Vacation leave is not available until after completion of probationary period (if applicable).
- (2) Unclassified salaried, classified salaried, and administrative:
- (a) Covered employees: employees covered under this section include unclassified salaried (non-union) employees, classified salaried (non-union) employees, senior administrative (non-union) employees, administrative contract (non-union) employees, and faculty administration (non-union) employees.
 - (b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

Annual accrual	Accrual rate per pay period (based on full time status)	Maximum accrual	Maximum payout
176 hours (22 days)	6.776 hours (.0847 per regular compensated hour)	352 hours (44 days)	352 hours (44 days)

(c) Accrual rate will be pro-rated for part time employees based on compensated hours.

(3) Postdoctoral

(a) Covered employees: employees covered under this section include postdoctoral (non-union) employees

(b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

Annual accrual	Accrual rate per pay period (based on full time status)	Maximum accrual	Maximum payout
80 hours (10 days)	3.077 hours (.0385 per regular compensated hour)	80 hours (10 days)	80 hours (10 days)

(c) Accrual rate will be pro-rated for part time employees based on actual regular compensated hours.

(4) Faculty (non-union twelve (12) month assignments):

(a) Covered employees: employees covered under this section include faculty (non-union) employees with twelve month full time appointments.

(b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

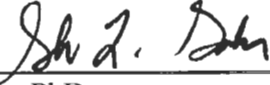
Years of services	Annual accrual	Accrual rate per pay period (based on full time status)	Maximum accrual	Maximum payout
Hired at "UT" on or after July 1, 1993	176 hrs (22 days)	6.776 hrs (.0847 per regular compensated hour)	352 hrs (44 days)	352 hrs (44 days)
Hired at "UT" before July 1, 1993	192 hrs (24 days)	7.392 hrs (.0924 per regular compensated hour)	576 hrs (72 days)	384 hrs (48 days)

- (c) For purposes of determining years of service, only the last hire date with continuous employment with the University of Toledo is to be used.
- (D) Additional provisions applicable to all employees and faculty
- (1) Vacation leave is accrued during the time an employee is on active pay status including holiday time, sick time and vacation time, but is not accrued while on unpaid leave of absence.
 - (2) Vacation leave will not be charged for holidays or closings which are officially designated by the university.
 - (3) Employees must observe the university's holiday and work schedule – not the academic holiday and break schedule.
 - (4) Scheduling of vacation is the responsibility of the supervisor/manager and will be considered for approval whenever possible provided it does not hinder the departmental operations.
 - (5) A vacation holding account was defined as an account used to temporarily store vacation hours. The University utilized vacation holding accounts under special circumstances, e.g. when reducing the maximum accrual under this policy. No new vacation holding accounts may be created.
 - (6) Vacation request:
 - (a) Employees intending to take vacation shall request vacation and obtain approval by the appropriate vice president, dean, director, or supervisor in advance.
 - (b) All paid vacation leave approved and taken must be supported by a balance available that is equal to or more than the vacation leave requested at the time it is taken.
 - (c) Employees with a balance in their holding account will have any approved vacation time deducted from their holding account first. Once the holding account is exhausted, approved vacation time will be deducted from the regular vacation account.
 - (7) Position change:
 - (a) Employees with at least one year (fifty-two weeks) of service with the University of Toledo who are changing from a position that allows a higher maximum vacation accrual to a position that allows a lower maximum vacation accrual will have all accrued unused vacation hours above the new maximum accrual of the new position paid to them at their rate of pay of the position from which they are transferring.

- (i) For employees changing from a position that allows a lower maximum vacation accrual to a position that allows a higher maximum vacation accrual and who have a holding account at the time of the change in position, the vacation balance in their holding account will be transferred into their regular vacation balance up to the new maximum accrual.
- (ii) Any approved vacation time taken will be processed and applied as noted under (B) (5) (f) of this rule.
- (iii) Employees will earn vacation according to the accrual rate that is applicable to the new position effective the date of the change in positions.

(8) Vacation payout:

- (a) Upon separation of employment with the University of Toledo or change in status from twelve month faculty appointment to a nine month faculty appointment:
 - (i) Employees regular balance and holding account balance will be combined for a total of unused accrued vacation hours.
 - (ii) Employees with at least one year (fifty-two weeks) of the University of Toledo service are eligible for compensation for all unused accrued vacation leave not to exceed the maximum hours indicated under this policy at their rate of pay at time of separation.
 - (iii) Any eligible payment for unused accrued vacation leave will be processed within twenty-eight (28) days of the last regular pay.
 - (iv) Final payment for unused accrued vacation leave is not subject to retirement system contributions and is not considered compensation to the employee in determining “final average salary” for retirement. However, the final payment for unused accrued vacation leave is subject to all applicable taxes.
 - (v) In no case may vacation time be added to the last day worked to extend service. The last day actually worked will be used as the last day of employment.

<p>Approved by:</p> <p> _____</p> <p>Sharon L. Gaber, PhD. President</p> <p><u>July 18, 2018</u> Date</p> <p>Review/Revision completed by: <i>Associate VP and Chief HR Officer</i> <i>SLT</i></p>	<p>Policies Superseded by This Policy: Previous 3364-25-36 prior effective date June 4, 2013</p> <p>Initial effective date: August 1, 2009 Review/Revision date: August 1, 2009; June 4, 2013; February 12, 2013; October 13, 2016, October 6, 2017, July 18, 2018</p> <p>Next review date: July 19, 2021</p>
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