


Name of Policy: Vacation Policy Number: 3364-25-36 Approving Officer: President Responsible Agent: Senior Associate Vice President and Human Resources Officer; Executive Vice President for Finance and Administration/CFO Scope: All University of Toledo Campuses		 Effective date: December 2, 2024 Original effective date: August 1, 2009	
Keywords: vacation, accrual, benefit			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university shall provide vacation leave for university non-bargaining unit staff employees and non-bargaining unit 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-bargaining unit):

- (a) Covered employees: employees covered under this section include classified hourly (non-bargaining unit) employees and unclassified hourly (non-bargaining unit) 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 one year (fifty-two weeks)	eighty hours (ten days)	3.08 hours (.0385 per regular compensated hour)	eighty hours (ten days)	0
After one year through five years	eighty hours (ten days)	3.08 hours (.0385 per regular compensated hour)	two hundred forty hours (thirty days)	two hundred forty hours (thirty days)
After five years through ten years	one hundred twenty hours (fifteen days)	4.64 hours (.058 per regular compensated hour)	three hundred sixty hours (forty-five days)	three hundred sixty hours (forty-five days)
After ten years through twenty-four years	one hundred sixty hours (twenty days)	6.16 hours (.077 per regular compensated hour)	four hundred eighty hours (sixty days)	four hundred eighty hours (sixty days)
After twenty-four years	two hundred hours (twenty-five days)	7.696 hours (.0962 per regular compensated hour)	six hundred hours (seventy-five days)	six hundred hours (seventy-five 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-bargaining unit) employees, classified salaried (non-bargaining unit) employees, senior administrative

(non-bargaining unit) employees, administrative contract (non-bargaining unit) employees, and faculty administration (non-bargaining unit) 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
one hundred seventy-six hours (twenty-two days)	6.776 hours (.0847 per regular compensated hour)	three hundred fifty-two hours (forty-four days)	three hundred fifty-two hours (forty-four 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-bargaining unit) 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
eighty hours (ten days)	3.077 hours (.0385 per regular compensated hour)	eighty hours (ten days)	eighty hours (ten days)

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

(4) Faculty (non-bargaining unit twelve-month assignments):

- (a) Covered employees: employees covered under this section include faculty (non-bargaining unit) 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	One hundred seventy-six hours (twenty-two days)	6.776 hrs (.0847 per regular compensated hour)	Three hundred fifty-two hours (forty-four days)	Three hundred fifty-two hours (forty-four days)
Hired at "UT" before July 1, 1993	One hundred ninety-two hours (twenty-four days)	7.392 hrs (.0924 per regular compensated hour)	Five hundred seventy-six hours (seventy-two days)	Three hundred eighty-four hours (forty-eight 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 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><i>/s/</i></p> <hr/> <p>Matthew Schroeder Interim President</p> <p>Date: December 2, 2024</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> • <i>Executive Vice President for Finance and Administration and Chief Financial Officer</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>August 1, 2009</i></p> <p>Review/revision date: <i>August 1, 2009</i> <i>June 4, 2013</i> <i>February 12, 2013</i> <i>October 13, 2016</i> <i>October 6, 2017</i> <i>July 18, 2018</i> <i>September 20, 2021</i> <i>December 2, 2024</i></p> <p>Next review date: <i>December 2, 2027</i></p>
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