

Policy: 8.3.10 Vacation– Administrative and Supervisory Staff Policy

Date: 11/22/2019 **Status:** Approved

Policy Type: University

Contact Office: Human Resources

Oversight Executive: Chief Human Resources & Employee Inclusion Officer

Applies To: Exempt employees

Table of Contents: Policy Statement

1. Purpose
2. Summary
3. Definitions
4. Procedure

Policy Purpose: To provide a consistent approach to managing vacation, it is the joint responsibility of an employee and their supervisor to ensure that vacation leave is scheduled, and taken at mutually agreeable times.

Policy Summary: This Policy applies to all University departments, Institutes, Centers and Schools.

Definition of Terms in:

Policy Statement: Vacation time provides employees with a period of earned rest and relaxation, away from the responsibilities of the workplace for an uninterrupted period of time, while continuing to receive normal remuneration and benefits.

It is Clarkson University's policy that employees are entitled to take vacation following the year earned.

Procedures:

The University administrative and supervisory staff observe the following:

I. Vacation Periods

- Scheduled at times mutually agreeable to the staff members and their supervisors.
- Staff members will make arrangements whereby their responsibilities are covered during their absence.
- Department and administrative offices are to be staffed adequately during the summer months.
- Vacations may be taken continuously or at intervals, though the latter is preferred for adequate coverage.
- No vacation time is accrued when an employee is on a paid or unpaid leave of absences

II. Vacation Schedules

Employees are required to plan their vacation, with the approval of their supervisor and the supervisor must ensure that annual vacation is taken. Supervisors shall use discretion in scheduling vacation. Factors to be considered may include peak workload periods and other circumstances relevant to operational requirements or service and an employee's personal situation or request.

- All administrative and supervisory staff vacations are scheduled on a fiscal year basis (July-June).
- Administrative and supervisory staff accumulate twenty days of vacation during each fiscal year.
- Up to five vacation days can carry over to the following fiscal year, however, they must be used by August 30, and days unused will be lost. These five (5) days have no cash value.
- During the fiscal year where an employee has reached their twentieth anniversary of employment, administrative and supervisory staff will accumulate twenty-five days of vacation for use during the next fiscal year.

III. Vacation for a New Employee

- Prorated during the first fiscal year worked.
- During that first fiscal year, the employee shall earn vacation at the rate of one and two-third day for each month of employment.
- No vacation should be taken from the date of hire until July 1 of the next fiscal year as a new employee is accumulating vacation during this period.

The following example illustrates the vacation accumulation for an administrative and supervisory staff member:

Employee A is hired on December 1. Employee A is not eligible for any vacation until the following July 1. At that time, Employee A will have accumulated the following vacation: one and two-thirds (days) times seven months (December - June) or twelve days of vacation. All twelve days of this accumulation should be taken during the period July 1 - June 30.

IV. Responsibilities

Employee: It is the responsibility of the employee to make all request for vacation in writing, to the supervisor in a timely manner.

Supervisors: Every supervisor is responsible for scheduling and documenting vacation time used by exempt and non-exempt employees, and will be accountable for the day-to-day management and application of this policy.

Human Resources may request these records at any time.

Department leaders: Ensures that all university employees are aware of and understand the implications of this policy and related procedures.

Human Resources: Monitor's compliance with the policy to ensure consistency in practice, and will sponsor revisions when necessary.

Payroll department: Record's and tracks all vacation credits through the university's HR/Payroll system.

V. Approval

Vacation time is scheduled with the approval of the supervisor and should be planned cooperatively. Supervisors should be reasonable in allowing the use of vacation time.

- Vacation can be used for any reason
- Managers/Supervisors have the ability to deny time off request based on business needs.
- Provide your supervisor with at least two weeks' notice or more if possible requires approval prior to being taken.
- The University understands that notification may not always be possible due to emergencies or personal situations.

VIII. Guidelines

- Vacation time cannot be borrowed or transferred to another employee.
- Vacation cannot be taken before earned
- The University reserves the right to approve vacation periods.
- In order for the initial month to be counted for vacation accruals, employment must begin on or before the tenth day of the month.
- Pay in lieu of vacation is not permitted.
- A self-initiated move between departments will include transfer of vacation credit.

- Vacations of more than two consecutive weeks will not be scheduled without special approval.
- If a recognized University holiday occurs during an authorized vacation period, the holiday will not be charged as a day of vacation time.
- Active part-time will earn vacation allowance on a pro-rata basis.
- Temporary employees will not earn vacation allowance.
- Active full-time and active part-time employees who resign in good standing and give proper notice will receive their unused vacation pay. (If the employee meets the separation guidelines per policy *3.1.18 Termination/Resignation Policy*).

**Related
Information:**

**Policy
Background:**

Major Category:

**Category Cross
Reference:**

Process:

**Next Scheduled
Review:** Yearly

**Approved By,
Date:**

Revision History: