

**Policy: 8.3.11 Vacation– General Staff**

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

**Policy Type:** University

**Contact Office:** Human Resources

**Oversight Executive:** Chief Human Resources & Employee Inclusion Officer

**Applies To:** Non-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 Non- Exempt General Staff observe the following:

**I. Vacation Accumulation**

The University vacation policy allows active general staff employees to earn vacation pay. This vacation allowance is considered an earned benefit and not a privilege.

The following details the vacation accumulations and guidelines for general staff members.

<u>Completion of Years of service</u>	<u>Vacation Allowances</u>
1-4	10 days
5-10	15 days
11-19	20 days
20 or more	25 days

There will be no accumulation of vacation for an employee if they are on any type of leave of absence.

**II. 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.

**III. Vacation Approval**

Employees are required to plan their vacation, with the approval of their supervisor, and planned cooperatively.

The supervisor must ensure that annual vacation is taken.

Supervisors shall use discretion in scheduling vacation. Supervisors should be reasonable in allowing the use of vacation time.

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.

**IV. Vacation Schedule**

- All general staff vacations are scheduled on a fiscal year basis (July-June).
- 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 days have no cash value.
- 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.

#### **V. Supplementary Agreements**

Vacation entitlements are based on a seven and a half (7.5) hour or eight (8.0) hour workday. Employees who are on a flexible work arrangement (i.e. – compressed work week and flex days) must note that the number of total hours of vacation entitlement remains the same, but the number of actual days off would change.

Union employees' are to also adhere to the guidelines outlined in the union contract (CSEA).

*For Example: For a 37.5 hour employee, 10 days = 75 hours.*

#### **VI. Vacation for a New Employee**

- Prorated during the first fiscal year worked to be taken the following year.
- No vacation can 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.

#### **VII. Responsibilities**

**Employee:** It is the responsibility of the employee to submit all request for vacation through the Universities time system.

**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.

**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.

#### **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:**

