

Shawnee State University

AREA:	FINANCE & ADMINISTRATION	POLICY NO.:	4.55REV
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		EFFECTIVE DATE:	3-15-08
SUBJECT:	ADMINISTRATIVE EMPLOYEES VACATION	RECOMMENDED BY:	VPFA
		APPROVED BY:	BOT

- 1.0 This policy provides a vacation accrual standard for administrative employees eligible for continuous contract or continuous temporary contract status.
- 2.0 The University regards a vacation as period of rest and relaxation earned for past service and in preparation for future service. Since the annual vacation is important to the well being of the employee and his/her family, each employee is encouraged to utilize all earned vacation.
- 3.0 The vacation year is July 1 through June 30.
- 4.0 Full-time, twelve-month administrative employees accrue vacation leave based upon the following schedule. Part-time, twelve-month administrative employees accrue vacation leave on a pro-rata basis:

Years of Service	Days of Vacation/Employment Year
Less than 3 years	20
3 – 5 years	21
6 – 8 years	22
9 – 11 years	23
12-14 years	24
15 years or more	25

- 5.0 An employee may accumulate a maximum of twice the accrued days of vacation earned in one year. This amount may be carried over from year to year. Any unused time above this maximum as of June 30 must be used by September 30 of the next fiscal year.

- 6.0 All vacation requests must be approved by the appropriate supervisor prior to actually taking time off. It is recommended that all vacation be taken during the year in which the employee qualified or becomes entitled to the vacation.
- 7.0 When an official University observed holiday falls within an employee's vacation period, vacation is not charged for that day.
- 8.0 Except for leave under the Family Medical Leave Act (refer to policy 4.65, Administrative Family and Medical Leave), all accrued vacation must be exhausted before a leave of absence commences.
- 9.0 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 10.0 With supervisor approval, employees who resign or are terminated from employment may elect to be scheduled for all accrued unused vacation days prior to the resignation/termination date. Any remaining vacation days shall be paid to the employee no later than one pay-period from the date of termination/resignation. In no case shall the vacation leave time paid out exceed two times the accrued days of vacation in one year.
- 11.0 It is the employee's responsibility to see that vacation request forms are signed, approved by the supervisor, and submitted to the personnel department. The personnel department will maintain an up-to-date record of vacation for each employee.
- 12.0 Any questions concerning vacation record-keeping should be directed to human resources.

Adopted July 29, 1991; Revised March 16, 1992; Revised July, 1999, Revised 3-15-08