



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.02 Vacation

Issuance Status and Effective Date: March 2013

1. General

This policy provides regular full-time exempt and non-exempt staff with time off from their duties and responsibilities. Salary continues during a vacation granted according to this policy.

- a. To accommodate individual preferences and department scheduling needs, vacation time must be requested in writing and may be granted in advance by the dean or administrative department head.
- b. Vacation eligibility is allotted annually as set forth in this chapter. Effective July 1st, the beginning of the University's fiscal year, each eligible employee will receive his/her initial bank of vacation for that fiscal year. There is no pay in lieu of vacation not taken, except in the case of a terminating employee who has not used his/her allotted vacation for that fiscal year. However, new employees who leave the University prior to the end of their first year of employment will not be paid for any unused vacation.
- c. Employees are encouraged to use the full amount of their allotted vacation before the end of the fiscal year. There will be no carry-over of unused vacation into the new fiscal year. Vacation not taken will be forfeited on June 30th of the fiscal year.
- d. Deans, directors, administrative department heads, managers and supervisors are charged with making reasonable vacation periods available for their staff. In addition, management is expected to ensure employees utilize their vacation time without exceeding the fiscal year vacation allotments.
- e. Academic year positions are allotted pro-rated vacation based on their work schedule. All vacation must be taken during the time the staff member is normally scheduled to work. (See also **5.15, Academic Year Positions.**)
- f. The University reserves the right to change the Vacation Policy as it deems necessary.

2. Vacation Eligibility Upon Hire (First Fiscal Year)

This policy provides vacation allotments in the first year of employment after successful completion of the 90-day orientation status. If the initial 90-day orientation status is extended, vacation eligibility will become effective upon successful completion of the extension period. The amount of vacation granted, which must be used prior to the end of the fiscal year in which the time was allotted, will be based on the new employee's date of hire as follows:

Hire Date:	July 1st – Sept 30th	Oct 1st – Dec 31st	Jan 1st – June 30th
Vacation in FY hired	10 days	5 days	0 days
Vacation in FY following date of hire	15 days <i>Time Allotted based on Second Fiscal Year Schedule Outlined Below</i>		

3. Annual Vacation Allotments

Time allotments are identified for staff based on completed years of service as of June 30th. There is an initial allotment on July 1st with additional time allotted from August to December as noted below.

	Second Fiscal Year	Onset of 6th Fiscal Year	Onset of 16th Fiscal Year
Total Time Provided:	15 days	20 days	25 days
Initial Bank on July 1	10 days	10 days	10 days
August 1st:	1 day	2 days	3 days
September 1st:	1 day	2 days	3 days
October 1st:	1 day	2 days	3 days
November 1st:	1 day	2 days	3 days
December 1st:	1 day	2 days	3 days
Total Time Provided:	15 days	20 days	25 days

Note: Any exception to the vacation policy must be documented and approved by the appropriate University Officer and the Vice President of Finance and Administration.

4. Reclassification

- a. 35-hour to 40-hour per week position or 40-hour to 35-hour per week position – The staff member’s hourly vacation allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing vacation time (in terms of hours) during the year of transition.
- b. Part-time to full-time – If the reclassification occurs between July 1st and December 31st, the staff member is eligible for the full vacation schedule (based on the adjusted service date) immediately during that fiscal year. If the reclassification occurs between January 1st and June 30th, the staff member is eligible for the full vacation schedule (based on the adjusted service date) effective July 1st of the next fiscal year.
- c. Full-time to part-time - The staff member will be paid out the balance of any unused vacation at the time of reclassification unless the staff member is reclassified prior to the end of the first year of employment. Regular part-time employees are not eligible for vacation time.
- d. Academic year to full year or full year to academic year – The staff member’s vacation allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing vacation time (in terms of hours) during the year of transition. (See also **5.15, Academic Year Positions**.)
- e. Rehire with Adjusted Service Date – A staff member who is rehired in the same fiscal year will be awarded the vacation allotment based on the adjusted service date (less any vacation time previously taken or paid upon separation) after successful completion of the 90-day orientation period or any extension thereof. A staff member who is rehired in the next fiscal year will be awarded the full

vacation allotment based on the adjusted service date after successful completion of the 90-day orientation period or any extension thereof.

5. Vacation for Terminating Staff

Terminating staff will be paid, upon separation of employment, for any unused vacation allotted them for that fiscal year.

- a. Termination is defined as separation of employment for any reason, including death.
- b. New employees who leave the University in their first year of employment will not be paid for any unused vacation.
- c. Employees who are granted advance vacation, but terminate prior to such vacation being allotted, will be required to reimburse the University the equivalent in pay.

6. Holidays and Vacation

When a University recognized holiday occurs during a staff member's vacation, he/she will not be required to use a vacation day for the holiday.

7. General Practice

- a. Vacations are scheduled at times mutually convenient to the supervisor and the staff member. When two or more staff request the same vacation schedule, the supervisor will consider, among other criteria, the length of service and the last vacation period taken by each staff member.
- b. When a staff member's regular pay day falls within his/her scheduled vacation, he/she may request in writing, through the supervisor to the Payroll Manager, an advance of the paycheck that would be received during the vacation absence. This request must be made four weeks prior to the last day worked before the vacation. It will be paid on the last day of work prior to the vacation. This option is only available for those employees who do not participate in direct deposit of their paycheck.
- c. If a staff member is on a previously scheduled vacation and the University closes due to a severe weather condition or emergency, the day or days closed will be counted as vacation.
- d. An approved Leave of Absence or Family and Medical Leave will not be considered a break in service for determining vacation eligibility.
- e. Staff who have an absence from work but have previously exhausted their vacation bank must use their allotted Personal Days to cover the absence. Staff who have an absence from work but have previously exhausted their vacation and Personal Days bank for the fiscal year will not be paid for that absence.
- f. A staff member on any type of Leave of Absence including, but not limited to, Family and Medical Leave, short-term disability or worker's compensation absence, on June 30th of the fiscal year must return to regular duties on a full-time basis for at least 20 consecutive full working days in the following fiscal year in order to be eligible for that fiscal year's vacation allotment.
- g. A staff member on an approved Leave of Absence or Family and Medical Leave will be required to use any available Vacation and/or Personal Days balances if and when the unpaid portion of the leave begins.

8. Donation of Vacation Time

In an effort to sustain a caring environment and enhance community spirit, the University of Hartford provides regular full-time exempt and non-exempt staff with the opportunity to donate allotted vacation time in support of their colleagues who are faced with emergency circumstances. The maximum amount of vacation time that can be donated by one staff member or can be received by one staff member is 10 days per fiscal year.

Donated vacation time cannot be reclaimed; therefore, employees are urged to consider their own present and future needs when determining how many hours to donate to another employee.

Recipients of donated vacation time must have exhausted their own Vacation and Personal Days to be eligible to receive donated vacation time from another staff member. Recipients of donated vacation time will be paid at their current rate of pay. Donated vacation time will not be paid out at the time of separation.

Every attempt will be made to protect the privacy of individuals who participate in the donation of vacation time program. The identity of donors and recipients will be kept confidential, except as required to administer the policy and/or for any required legal action. Completed Donation of Vacation Time forms must be submitted to HRD and will be processed in the order in which they are received. This form can be located on HRD's website at <http://www.hartford.edu/hrd/files/pdf/Donationoftime.doc>.