

DEPAUL UNIVERSITY



Vacation

Category: Human Resources

Responsible Department: Benefits

Responsible Officer: Vice President, Human Resources

Effective Date: 8/30/2017

Policy Summary

The purpose of this policy is to provide a systematic and uniform vacation program for staff employees that allows them a period for rest and relaxation away from the responsibilities of their job.

Scope

This policy affects the following groups of the University:

- Hiring/Staff Managers
- Full-Time Staff

This policy affects all members of the above group.

Policy

All eligible staff employees have a right to vacation time in accordance with the conditions set forth in this policy. The university expects employees to use vacation time during the year that it is accrued. The maximum amount of unused vacation time that may be carried over into a new calendar year is five (5) days. As of December 31 each year, unused vacation time in excess of five (5) days will be forfeited.

Non-exempt Staff Vacation Allotment

All non-exempt full-time staff employees accrue up to ten (10) days of vacation per year for the first three (3) years of cumulative full-time service. After three (3) years of cumulative full-time service, up to fifteen (15) days of vacation are accrued each year and after ten (10) years of cumulative full-time service, up to twenty (20) days of vacation are accrued each year. Vacation time is accrued evenly throughout the year on a biweekly basis.

Exempt Staff Vacation Allotment

All exempt staff employees accrue up to fifteen (15) days of vacation per year for the first ten (10) years of cumulative full-time service. After ten (10) years of cumulative full-time service, up to twenty (20) days of vacation are accrued each year. Librarians accrue up to twenty (20) days of vacation beginning with their first year of cumulative full-time service. Vacation time is accrued evenly throughout the year on a biweekly basis.

Vacation Advance

With manager approval, employees may use up to five (5) unearned vacation days per calendar year. All available accrued vacation time must be used prior to receiving a vacation advance. Repayment occurs as employees earn vacation hours. After receiving a vacation advance, employees will have a negative vacation balance. Future vacation accruals first repay the advanced hours before contributing to a balance to be used for additional paid time-off.

Employees who are currently involved in any progressive discipline (including verbal warning, written warning, final written warning, or performance improvement plan) or have received a performance rating of 'Below Expectations' or 'Unsatisfactory Performance' are not eligible to receive a vacation advance.

Procedures

Vacation Increments and Tracking

Vacation time can be used in increments as small as one (1) hour. Vacation accruals, as well as vacation time taken, are reflected on each employee's on-line paycheck. Employees must record vacation hours taken on the Time Reporting and Approval system.

Manager Approval

Accrued vacation time may be taken throughout the year, subject to manager approval. The time requested will be approved based on the timing of the vacation request and the needs of the department.

Vacation Advance

Employees request a vacation advance by completing a Vacation Advance Request form. A link to the form is provided as an appendix to this policy. The form is also available on the [Payroll website](#). Managers are responsible for reviewing and approving vacation advance requests and ensuring employees meet the eligibility requirements to receive a vacation advance.

Managers should submit approved requests to Payroll Services at least two (2) weeks prior to the requested vacation date(s) for processing. The vacation advance will be entered for the pay period corresponding to the requested vacation date(s). Payroll Services will ensure the employee's entire available balance of earned vacation, if any, is taken and will enter an adjustment to the employee's paycheck for the vacation advance resulting in a negative balance of vacation hours. The negative

balance will be reported on the employee's online paystub and timesheet. The balance will remain negative until enough hours are earned to repay the vacation advance.

Vacation Time and the Family Medical Leave Act

Accrued vacation time may be used during an unpaid FMLA leave in order to receive regular pay during the leave.

Vacation Time Alignment with Holidays and Early Closings

If a paid holiday occurs during scheduled time off, the day is recorded as a holiday and not counted against accrued vacation time. An employee who takes a vacation on a day when the University has an early closing (scheduled or unscheduled) is not entitled to vacation credit for the time between the early closing and when the workday would have normally ended.

Accruals

Vacation continues to accrue during brief illnesses, while on short-term disability leave, during Family Medical Leave Act (FMLA) leaves, and for all other approved leaves (paid and unpaid) with the exception of personal leaves or long-term disability. Full-time employees who have reduced standard hours because of a voluntary reduced work time arrangement will accrue at a lower rate proportional with their reduced hours.

Transfer

An employee who transfers to an employment status that is no longer eligible for vacation time will have his/her accrued and unused vacation time paid out on a subsequent paycheck after the date of transfer.

Termination

Upon termination of employment, all accrued and unused vacation will be paid on or after the last paycheck. If an employee takes a vacation day or days immediately prior to and on the date employment is terminated, the termination will be effective the date following the last day the employee worked and accrued and unused vacation will be paid out.

If an employee who has received a vacation advance terminates for any reason prior to earning enough vacation hours to repay the advance, the entire unearned balance will be deducted from any sums due to the employee, including any final payroll check, to the extent permitted by law.

Divisional Collaborations

Finance - Payroll.

Contact Information

Office of Human Resources

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Appendices

[Time Reporting policy](#)

[Vacation Advance Request Form](#)

History/Revisions

Origination Date: 12/09/1996

Last Amended Date: 08/30/2017

Next Review Date: N/A