

# Vacation Leave

## How to Request It

An employee should submit an electronic request via Firefly to the department to receive advance authorization for vacation leave. Employee choice is considered, but UNL reserves the right to schedule vacation time to minimize work disruption. Employees who request vacation leave well in advance will make it easier for supervisors to accommodate vacation choices.

Vacation leave must not be unreasonably denied or deferred. Employees who believe their vacation rights have been violated should contact Human Resources.

## Vacation Leave Advancement

With departmental approval, employees may be advanced up to five days of vacation leave. Employees shall reimburse the University for all used, unearned vacation leave upon separation.

## Accrual

Vacation leave accrual begins on the first day of employment and ends on the last day of employment. Rate of accrual is shown in the accrual charts which follow.

The formula to calculate vacation leave accrual for a full-time employee for less than a full month of employment is:

(Days in pay status in month) **divided by** (Total workdays in month) **times** (Hours per month from accrual chart) **equals** (Hours accrued).

Part-time employees accrue vacation in proportion to their FTE. The formula to calculate vacation leave accrual for a part-time employee is:

(FTE from PAF) **times** (Hours per month from accrual chart) **equals** (Hours accrued).

The formula to calculate vacation leave accrual for a part-time employee for less than a full month of employment is:

(Days in pay status in month) **divided by** (Total workdays in month) **times** (FTE from PAF) **times** (Hours per month from accrual chart) **equals** (Hours accrued).

Employees accrue vacation only when they are in pay status.

Time worked in excess of 40 hours in the workweek does not affect vacation leave accrual.

When balances are posted, figures should represent accrual up to the time of posting.

(For vacation leave accrual for employees coming to a NCTA position from other University of Nebraska campuses, from other Nebraska state colleges, or from Nebraska state government should contact UNL Human Resources.)

### **Accrual, Change in Rate**

For employees transferring from office/service to managerial/professional positions or vice versa, change in the rate of vacation accrual will begin on the effective date of transfer. For accrual purposes, years of service will be transferred to the new position.

Change in the rate of vacation accrual due to increased seniority will be effective on the anniversary date of hire.

### **Office/Service Accrual Chart**

Full-time office/service employees accrue vacation leave as follows:

| <b>Years of Service</b> | <b>Hours per Month</b> | <b>Days per Year</b> |
|-------------------------|------------------------|----------------------|
| 1st through 5th year    | 8.00 hours             | 12 days              |
| Beginning of 6th year   | 10.00 hours            | 15 days              |
| Beginning of 7th year   | 10.67 hours            | 16 days              |
| Beginning of 8th year   | 11.33 hours            | 17 days              |
| Beginning of 9th year   | 12.00 hours            | 18 days              |
| Beginning of 10th year  | 12.67 hours            | 19 days              |
| Beginning of 11th year  | 13.33 hours            | 20 days              |
| Beginning of 12th year  | 14.00 hours            | 21 days              |
| Beginning of 13th year  | 14.67 hours            | 22 days              |
| Beginning of 14th year  | 15.33 hours            | 23 days              |
| Beginning of 15th year  | 16.00 hours            | 24 days              |
| Beginning of 16th year  | 16.67 hours            | 25 days              |
| 16 years and over       | 16.67 hours            | 25 days              |

### **Managerial/Professional Accrual Chart**

Full-time managerial/professional employees accrue vacation leave as follows:

| <b>Years of Service</b>                | <b>Hours per Month</b> | <b>Days per Year</b> |
|--|------------------------|----------------------|
| 1st and 2nd year                       | 8.00 hours             | 12 days              |
| Beginning of 3rd year through 5th year | 12.00 hours            | 18 days              |
| 6 years and over                       | 16.00 hours            | 24 days              |

## **Balancing of Vacation Leave**

The amount of vacation leave that can be accumulated by employees effective April 1, 2007 is 280 hours. Employees will not accrue any additional vacation leave until their balance drops below 280 hours.

Employees may check their current vacation balance by reviewing their pay advice or by accessing the Employee Self Service (ESS) webpage in Firefly.

## **Payments Upon Separation from UNL**

An employee separated from UNL for any reason will receive pay for unused vacation leave. In the event of death, payment will go to the employee's designated eligible survivor.

## **Vacation Leave Accrual for Rehires**

For purposes of vacation leave accrual, employees who leave the University (for other than corrective action reasons) and return to a leave-eligible position within three years will be credited with prior years of service. The leave accrual date will be adjusted to reflect the absence.

## **Employee Transfer**

An employee separating from a leave eligible position to move to another University of Nebraska leave eligible position within 12 months will not be paid for any leave. Instead the leave will transfer to the new unit. Exceptions are employees who are reduced in force or who move to a non-leave eligible position.