

VACATION / ANNUAL LEAVE

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

It is the policy of the University to grant vacation/annual leave with pay to all staff members employed on a regular basis, as defined at [Section B 4](#), and who have successfully completed the initial probationary period. Vacation/annual leave provides the opportunity for rest, recreation and relaxation necessary to the maintenance of effective work performance, and all eligible employees are expected to take their vacation/annual leaves regularly.

Accruing Vacation Time:

Vacation/annual leave begins accruing on a pay period basis from the initial date of employment and shall be credited at a rate of one-twelfth of the annual leave allowance on or before the first day of the calendar month following the completion of each calendar month of employment. No vacation/annual leave may be taken prior to successful completion of the initial probationary period.

Vacation Allowances:

Annual vacation/annual leave allowances are as follows:

- ☐ For Administrative positions, as defined in [Section B 3](#), the annual allowance is 25 days.
- ☐ For exempt Professional and Managerial classified positions, as defined in [Section B 3](#), the annual allowance for each of the first nine years is 20 days. After completing nine years of service, the annual allowance is 25 days.
- ☐ For non-exempt Office, Clerical, Technical, & Scientific and Service & Maintenance, as defines in [Section B 3](#), the annual allowance for the first four years of services is 17 days. After completing four years of service, the annual allowance for each of the next five years of service is 20 days. After completing nine years of service, the annual allowance is 25 days.

Transferring Departments:

If a staff member transfers from one department to another, the amount of vacation/annual leave accumulated as of the date of the transfer will remain with the employee and will be carried over into the new department.

Change in Status or Position:

If a staff member is promoted, demoted, reclassified or otherwise moved from a position in one employment category, to a position in a different employment category for purposes of calculating years of service the initial date of employment with the

university will be used. The staff member's accrued unused vacation/annual leave will be transferred and will not be recalculated on the new vacation/annual leave allowance. From the date of transfer forward that rate will be on the new vacation/annual leave allowance schedule.

Re-employment:

Except as provided at [Section C 7](#), if a staff member is voluntarily or involuntarily terminated and later re-employed, the last date of re-employment will be used for purposes of calculating years of service.

Vacation Accrual Limits:

Vacation/annual leave will continue to accumulate each pay period until the accrual maximum has been reached.

- ☐ 25 days annual allowance - 20 days maximum accrual
- ☐ 20 days annual allowance - 15 days maximum accrual
- ☐ 17 days annual allowance - 12 days maximum accrual
- ☐ Part-time annual accrual - based on full-time equivalent

No further accrual will be made until the staff member takes vacation/annual leave and his number of days of vacation/annual leave is less than the maximum accrual allowance.

Change to Regular Status:

If a staff member employed on a full-time temporary status basis is changed to regular status, the period of temporary employment may be considered for purposes of calculating months or years of service.

For this consideration to be granted the temporary employment must have substantially involved work related to that which is performed in the regular position. Requests for approval of temporary employment meeting these requirements must be submitted by the appropriate department head with approval of the major department head to the director of Human Resources, who shall review the request. The decision reached by Human Resources is final.

Unused Vacation Time:

Payment in lieu of unused vacation/annual leave is not authorized, except as provided at [Section F 4](#).

After four years of employment at NKU, an employee has the option to transfer unused vacation leave to sick leave. A maximum of five vacation days may be converted to sick leave on an annual basis. Eligible regular part-time employees would receive this benefit on a full-time equivalency basis. (Added on 4/2004)

Holiday During Vacation:

Should a recognized university holiday occur during an authorized vacation/annual leave period, the holiday will not be charged as a day of vacation/annual leave time, except that no holiday will be recognized during terminal vacation/annual leave.

Leaves of Absence:

All authorized leaves of absence will be considered as time worked for purposes of computing years of service. Vacation/annual leave will continue to accrue during leaves with pay, but will not accrue during leaves without pay.

Unusual Work Schedules:

Regular status full-time and part-time employees who are scheduled to work less than twelve (12) months or 37.5 hours per week, but at least 1040 hours a year; (i.e. summers scheduled off or part-time) accrue vacation/annual leave based on the FTE (Full Time Equivalency) of the position.

Vacation Requests:

Vacation/annual leaves are to be scheduled at time that are most convenient to the staff member's department, although the staff member's preferences will also be given due consideration. Vacation/annual leave schedules in each department will be arranged to provide adequate staffing to meet the workloads of the department. A department head may, in the best interest of the university, specify periods during which staff members may not take vacation/annual leaves.

All vacation/annual leave requests must be approved in advance by the staff member's department head who is responsible for insuring that the employee is eligible for the amount of vacation/annual leave requested. The staff member will not be paid for vacation/annual leaves that:

- ☐ Have not been approved by the department head;
- ☐ Exceed the amount of vacation/annual leave accrued according to the official records maintained by Human Resources;
- ☐ Violate any University policies or procedures including those provided in this section.

Interpretations and Records

The Director of Human Resources is responsible for any interpretations of these vacation policies and will maintain the official records necessary to provide an accurate and equitable vacation/annual leave system.

II. ENTITIES AFFECTED

Faculty, Staff, and Students

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|-----------------|---------------------|
| Choose an item. | |
| Choose an item. | |
| Choose an item. | |
| Choose an item. | |
| Choose an item. | |

| | |
|-----------------|--|
| Choose an item. | |
| Choose an item. | |