



XAVIER UNIVERSITY Paid Time Off (PTO)

Effective: January 1, 2026

Last Updated: November 10, 2025

Last Review: November 10, 2025

Pending Final Review

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Scope: All University Employees

A. REASON FOR POLICY

Annual paid time off is important to the well-being of each employee, is part of Xavier's total compensation package, and is intended to give full-and part-time employees an opportunity for rest, relaxation, and recovery.

B. POLICY

Xavier University provides paid time off to employees, staff, and 12-month faculty members, based on length of service. PTO is used for sick, vacation, or personal time. It is within the discretion of each supervisor to set forth scheduling guidelines for the respective departments.

Paid Time Off (PTO) Accrual Schedule

Full-time Staff and 12-Month Faculty

60 days after hire	37.5 hours a week – 25 days or 187.5 hours 40 hours a week – 25 days or 200 hours
2 years +	37.5 hours a week – 30 days or 225 hours 40 hours a week – 30 days or 240 hours
5 years +	37.5 hours a week – 36 days or 270 hours 40 hours a week – 36 days or 288 hours

Part-time Staff

60 days after hire	29 hours or less a week – 12 days (not to exceed the typical hours worked each day)
2 years +	29 hours or less a week – 15 days (not to exceed the typical hours worked each day)
5 years +	29 hours or less a week – 18 days (not to exceed the typical hours worked each day)

PTO hours are based upon an employee's length of service as of January 1st of each year.

PTO is front-loaded into Workday, which means employees start each calendar year with their PTO bank loaded. Please note that this balance is use it or lose it, and it does not carry over from year to year. The accrual rate is only factored in upon separation of employment, and if the employee used more PTO than they accrued, the overage will be recouped in the employee's last paycheck.

For 2026 only, employees employed on 1/1/26 will have an additional 10 days (75 or 80 hours) loaded in their PTO bank. This is a one-time benefit to make the transition easier for employees. The additional 10 days are not eligible to be paid out upon separation and will not carry over into 2027.

C. PROCEDURE

PTO requests are entered into Workday under the Time and Absence tab, "Request Absence" action. PTO must be requested in advance through Workday. PTO is scheduled, subject to the needs of each department as determined by the supervisor. PTO should be scheduled so that the needs of Xavier University and departmental/office efficiency are maintained.

Every effort must be made by employees to schedule their PTO in advance to allow proper planning for their absence. However, supervisors have the final authority to approve or disapprove PTO requests of the employees in their departments, regardless of the amount of advance notice that is given.

Should more than one employee from the same department/area request the same PTO at the same time, workflow needs may not permit both to take PTO simultaneously. In making such decisions, the supervisor weighs the organization's business needs, the timeliness of the requests, the employees' respective seniority, and the recent history of prior vacation time taken by each employee.

Upon separation of employment, an employee will be paid for up to 10 days of unused, accrued vacation if the employee has been employed for at least 6 months.

D. HISTORY

The Paid Time Off was published in January 2026. This policy replaces the Vacation policy.

E. POLICY REVIEW SCHEDULE

Next Review: To be determined.

Other applicable policies and/or resources: n/a