



## XAVIER UNIVERSITY

### Vacation

**Effective:** June 30, 2014

**Last Updated:** July 19, 2019

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. REASON FOR POLICY

Annual vacation 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 and relaxation. All eligible employees are encouraged to use their full vacation benefit each year.

#### B. POLICY

Xavier University provides paid vacations to employees based on length of service. It is within the discretion of each supervisor to set forth scheduling guidelines for their respective departments.

Vacation hours paid are considered hours worked in accruing vacation time.

#### Vacation Leave Accrual Schedule

Category	Length of Service	Vacation Earned
Non-Exempt (hourly) staff	Less than 3 years	.039 per standard hour Up to 10 days per year
	3 years to less than 7 years	.058 per standard hour Up to 15 days per year

Category	Length of Service	Vacation Earned
	7 years or more	.077 per standard hour Up to 20 days per year
<b>Full-Time Exempt Administrative/Professional Staff</b>	Less than 2 years	4.69 hours per pay period Up to 15 days per year
	2 years or more	6.25 hours per pay period Up to 20 days per year
<b>Full-Time Exempt * Executive Staff and Librarians, and 12 month faculty</b>	Less than 1 year	6.88 hours per pay period Up to 22 days per year

\* Executive staff is defined as President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, General Counsel, Associate Provosts, Assistant Provosts, Deans, Academic Deans, Associate Deans, and Assistant Deans.

The maximum vacation balance for any employee as of June 30 of each fiscal year is 10 days. Employees may accumulate beyond the 10 day maximum throughout the fiscal year, however, any balance above 10 days as of June 30 will be reduced to the 10 day maximum and the employee forfeits the excess accumulation.

### **C. PROCEDURE**

1. Procedures to be followed for requesting vacations vary from department to department. Information regarding how to make a vacation request is provided by the supervisor. Vacations are scheduled subject to the needs of each department as determined by the supervisor.
2. Every effort must be made by employees to schedule their vacations in advance in order to allow proper planning for their absence. However, supervisors have the final authority to approve or disapprove vacation requests of the employees in their departments, regardless of the amount of advance notice that is given.
3. Every effort will be made to schedule vacations as requested by staff members. However, vacation time should be scheduled so that Xavier University needs and departmental/office efficiency are maintained.
4. Should more than one employee from the same department/area request the same vacation period at the same time; workflow needs may not permit both to be off of work simultaneously. If the two employees are unable to resolve the matter themselves, their supervisor will make the decision. 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.

5. In accordance with the Recording Time Worked policy, vacation time is not counted in determining whether an employee has worked over 40 hours and therefore eligible for overtime.

6. 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.

7. Employees may go into a negative vacation leave balance with advance approval from the supervisor provided the negative amount does not exceed the amount to be earned during the remaining part of the fiscal year. Anyone leaving the university with a negative balance will be required to have the amount taken from their final paycheck or remit payment to Xavier.