



## Policy

Title:	Vacation Policy
Effective Date:	March 2, 2018
Approved By:	President's Council
Responsible Party:	Vice President of Human Resources
History:	01/01/2010
Related Documents: Eligibility for University Provided Benefits Policy; Separation from the University Policy;	

### I. PURPOSE

Salus University provides paid time off from work for Benefit Eligible Employees for scheduled time away from work.

Note. This policy is not applicable to Collective Bargaining Unit Positions.

### II. DEFINITION

Each "*Vacation Day*" is equal to the Employees normal work day.

"*Year*" means each annual period of an Employee's tenure commencing on either their hire date or the first day of the University's fiscal year, as applicable.

### III. POLICY

Benefit Eligible Regular Full-Time employees are entitled to the number of Vacation Days specified below based upon their length of service with the University. Benefit Eligible Part-Time Employees are entitled to a pro-rata portion (based on their full-time equivalent (FTE) percentage) of such Vacation Days.

### IV. PROCEDURE

#### A. General

1. Vacation Day Increments. Exempt Employees may use Vacation days in half or full day increments. Absences of less than 3.5 hours will not be counted as a Vacation day. Non-Exempt Employees may use Vacation days in hourly increments.

2. Vacation Day Payment. Pay for Vacation Days shall be at the employee's regular base rate of pay (excluding bonuses and other variable compensation). Vacation Days are not considered “hours worked” when calculating overtime for nonexempt employees.
3. Vacation Scheduling. Absent unforeseen circumstances, Vacation Days should be scheduled in advance via the employee portal. Supervisors shall consider such requests balancing operational and employee needs and reserve the right to deny requests, if operationally necessary.
4. Vacation Year: Faculty members’ vacation year runs from July 1<sup>st</sup> to June 30<sup>th</sup> every year. Administrative and Professional Employees are awarded vacation time on an anniversary year basis, based upon hire date.

**B. Eligibility**

<b>Employee Category</b>	<b>When Eligible to begin to take Vacation Days</b>
Faculty	After the completion of 2 full months
Administrative & Professional Employee	After completion of the Introductory Period

**C. Number of Vacation Days**

Unless otherwise specified in the Employee’s contract/Faculty Letter of Appointment, the University shall provide the following number of Vacation Days during each Year to Benefit Eligible Full-Time Employees **hired on or after March 1, 2018:**

**Faculty:**

<b>Years of Service</b>	<b>Vacation Time</b>
First year of Service	10 Days
After 1 year of service- up to 3 years of service	10 days
After 3 complete years of service - up to 5 years of service	15 days
After 5 complete years of service – up to 20 years of service [or upon attainment of Associate Professor rank if earlier]	20 days
After 20 complete years of service [or upon attainment of Full Professor rank if earlier]	25 days

Note: Faculty who are hired during a fiscal year will have their initial vacation award pro-rated based on ¼ increments.

**Administrative & Professional Staff:**

<b>Years of Service</b>	<b>Vacation Time</b>
First year of Service	5 Days
After 1 year of service- up to 3 years of service	10 days
After 3 complete years of service - up to 5 years of service	15 days
After 5 complete years of service – up to 20 years of service	20 days
After 20 complete years of service	25 days

Unless otherwise specified in the Employee’s contract, the University shall provide the following number of Vacation Days during each Year to Benefit Eligible Full-Time Employees **hired before March 1’ 2018:**

<b>Years of Service</b>	<b>Vacation Time</b>
Hire - up to 1 year of service	5 days
After 1 complete year of service	10 days
After 2 complete years of service	10 days
After 3 complete years of service	15 days
After 4 complete years of service	20 days
After 20 complete years of service	25 days

Once an Exempt Employee has exhausted all Vacation Days, (i) scheduled absences will no longer be approved, except pursuant to an approved leave of absence without pay and (ii) recurring unscheduled absences may result in a deductions from an Employee’s pay in accordance with federal law and/or disciplinary action. Once a Non-Exempt Employee has exhausted all Vacation Days, (i) scheduled absences will no longer be approved, except pursuant to an approved leave of absence without pay and (ii) recurring unscheduled absences will be unpaid and may result in disciplinary action.

Unused Vacation Days will not carry over from one Year to the next.

**D. Separation from Service**

1. (a) Upon termination of employment by the University, except for cause, or (b) upon resignation accompanied by the required advance notice, an Employee shall be compensated for unused Vacation days in accordance with the following formula:  
A number of days equal to the total amount of the employee's unused Vacation Days multiplied by a fraction. The numerator of the fraction shall be number of full calendar weeks "worked" by the Employee during the applicable Year and the denominator shall be 52.
2. For purposes of the forgoing calculation, weeks spent in unpaid status from the University shall not be considered weeks "worked."
3. Any employee separated from service for cause shall not be entitled to compensation for unused Vacation days.