



National University of Health Sciences

General Policies

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<i>James Winterstein</i> _____ President	<i>3-10-09</i> _____ Date

POLICY STATEMENT

The University provides the following vacation bank for its eligible staff:

Procedures

Full Time Staff (employee scheduled to work 40 hours or more per 7-day workweek) (exempt/non-exempt) vacation is earned as follows:

<u>Length of Service</u>	<u>Vacation earned per pay period (full-time only)</u>
3 months – 5 years	3.08 hours (approximately 2 weeks per year)
5 years to 10 years	4.62 hours (approximately 3 weeks per year)
10 or more years	6.16 hours (approximately 4 weeks per year)

Part Time Staff (employee scheduled to work 20 but less than 40 hours per 7-day workweek) Vacation is earned as follows:

<u>Length of Service</u>	<u>Vacation earned per pay period (full-time only)</u>
3 months – 5 years	1.54 hours (approximately 1 week per year)
5 years to 10 years	2.31 hours (approximately 1.5 weeks per year)
10 or more years	3.08 hours (approximately 2 weeks per year)

- Vacation time is earned on a pay period bases and credited to an employee's vacation bank at the end of each pay period. Vacation time is not earned if an unpaid leave is taken or long-term disability benefits are being paid.
- The maximum time in a vacation bank for full-time employees is 200 hours. Employees who accrue 200 hours will not accrue further vacation time until they take vacation time and their accrual is reduced to less than 200 hours. Once the balance drops to less than 200 hours, accrual begins again and continues at the regular rate.
- The maximum vacation time a part time employee may accrue is 100 hours. Part time employees who accrue 100 hours will not accrue further vacation time until they take vacation and their accrual is reduced to less than 100 hours. Once the balance drops to less than 100 hours, accrual begins again and continues at the regular part time rate.
- Accumulated vacation time may be taken after successful completion of three months of continuous employment. No employee is entitled to vacation time in advance of earning it. Vacation time may be taken and charged in increments of not less than one hour.
- Eligible time may be taken throughout the year, subject to manager approval. The time requested shall be approved and accepted based on the request and the needs of the department. If a paid holiday occurs during the scheduled time off, the vacation may be extended to compensate for the holiday, if arranged in advance.
- It is recommended that employees give written notice for request for vacation time at least two weeks prior to the desired start of the date.
- Any employee who becomes a full-time employee shall not have to fulfill the prescribed waiting period.
- Terminated employees may receive pay for any unused vacation time.

Birthday Holiday:

Full-time staff and faculty who have completed one full year of service are granted their birthday off with pay. If the employee's birthday falls on the weekend, he/she may take the previous Friday or the following Monday off. If responsibilities preclude the employee from taking off their birthday, the day may be scheduled for an alternative date with approval of their supervisor. Upon separation of employment, the birthday holiday will not be paid out. Birthday holidays not used in the earned year cannot be accrued for later use.

Part-time staff and faculty are not eligible for the birthday holiday.