



# National University of Health Sciences General Policies

Title: <b>Vacation For Faculty And Professional Administrators</b>	Page 1 of 3
Date Adopted: <b>12/06/2018</b>	Date(s) Revised: <b>2/11/92, 3/30/93 2/23/95, 4/13/95, 1/4/96, 12/4/23</b>
President <u><i>J. Stuebel</i></u>	Date <u><i>12/04/23</i></u>

## POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to grant vacations with pay to faculty members and professional/administrative personnel for period of rest and recreation in recognition of services performed. Vacation time can be used for any purpose or reason in compliance with the Illinois Paid Leave for All Workers Act.

### Procedures

- A. Vacation with pay is provided for twelve-month appointees who qualify under this policy. Each qualified person is eligible for twenty (20) days paid vacation during each fiscal (twelve month) year, September 1st through August 31st. Employees working periods other than a full fiscal year shall have the vacation time allowed prorated for the actual period worked.
- B. Employees on a leave of absence at the start of a new fiscal year (e.g. FMLA) will not receive vacation with pay until return.
- C. Temporary appointment, or part-time appointees, do not qualify for the benefit of vacation with pay.

## VACATION SCHEDULING

- A. Vacation is to be taken during the time period covered by the appropriate fiscal year.
- B. University holidays observed during a scheduled vacation time shall not be counted against the vacation time.
- C. Illness during a scheduled vacation time shall not result in additional days for vacation.
- D. For foreseeable leave, an employee is required to provide seven calendar days' notice for the use of time off. If the leave is not foreseeable, an employee shall provide notice as soon as practicable. NUHS has the ability to deny leave due to operational necessity.

- E. Vacation request forms may be obtained from the Human Resources Office, and the appropriate section of the completed form must be kept on file by the supervisor, the individual requesting vacation, and the payroll office.
- F. Vacation may be scheduled at any time, however, where applicable, work assignments must be covered by another qualified faculty or staff member.
- G. Vacation time may be taken and charged in increments of no less than two hours.
- H. Vacation time is not cumulative and must be used in the fiscal year earned or it is forfeited. An exception is that up to five days of vacation may be carried over into the next fiscal year if the employee is unable to take all of their vacation time. The days carried over must be fully utilized within the first eight (8) weeks of the new fiscal year.

#### **VACATION PAY**

- A. The vacation pay rate shall be at the base salary rate in effect at the time the vacation is taken.
- B. Pay in lieu of taking vacation time will not be granted.
- C. A faculty member or professional/administrative employee who enters military service for six months or more may, at the discretion of the President or their designee, receive pay for unused vacation during the year in which the military service began.

#### **END OF EMPLOYMENT**

An employee may be eligible to receive pay for any unused vacation days. The calculation for days eligible will be made using the Vacation Allowance Accrual Schedule, which follows. These eligible days will be reduced by any vacation days already taken by the employee during the fiscal year.

**Vacation Allowance Accrual Schedule**

<u>Completed Months worked since September 1 or since hire-date during the first year</u>	<u>Vacation Allowance Hours</u>
1	13 ½
2	26 ½
3	40
4	53 ½
5	67
6	80
7	93 ½
8	107
9	120
10	133 ½
11	146 ½
12	160

**BIRTHDAY HOLIDAY**

Full time employees who have completed one full year of service are granted their birthday off with pay. If the employee's birthday falls on the weekend, they 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 holiday time not used in the earned year cannot be accrued for later use.