Policy ID: ADM-HUM-13 Revision 1 Status: C

Title: Vacation
Description: Eligibility for and accrual of vacation leave; how and when to use it.
Category: Human Resources
Applies to: Staff,Faculty
Contact: Human Resources

Purpose: The University of Central Oklahoma provides vacation leave with pay for eligible employees for the purpose of rest and relaxation.

Policy Statement: Temporary and part-time (less than 75% FTE) employees are not eligible to earn vacation leave. Regular employees working less than 100% but at least 75% of full-time will earn a proportionate amount at the appropriate accrual rate. Hourly employees accrue a proportionate amount of vacation leave based on the number of actual hours of work (excluding overtime) and approved leave for which they are paid in a month.

These accrual rates and maximum balances are based on 100% FTE. Employees working less than 100% will accrue and maximize proportionately.

Upon reaching the maximum shown below, no further vacation hours will be accrued until after vacation leave has been taken.

All continuous non-executive staff:

SERVICE YEARS	MONTHLY ACCRUAL	MAXIMUM BALANCE	TERMINAL PAYOFF
Hire date until month of 3rd anniversary (pro-rated 1st year, eligible to take after 6 months)	10.00 hrs/mo (120 hrs/yr = 15 days/yr)	240 hrs	180 hrs
From month of 3rd anniversary until month of 4th anniversary	10.67 hrs/mo (128.04 hrs/yr = 16 days/yr)	256 hrs	192 hrs
From month of 4th anniversary until month of 5th anniversary	11.34 hrs/mo (136.08 hrs/yr = 17 days/yr)	272 hrs	204 hrs
From month of 5th anniversary until month of 6th anniversary	12.00 hrs/mo (144.0 hrs/yr = 18 days/yr)	288 hrs	216 hrs
From month of 6th anniversary until month of 7th anniversary	12.67 hrs/mo (152.04 hrs/yr = 19 days/yr)	304 hrs	228 hrs
From month of 7th anniversary until month of 10th anniversary	13.34 hrs/mo (160.08 hrs/yr = 20 days/yr)	320 hrs	240 hrs

From month of 10th anniversary until month of 15th anniversary	14.00 hrs/mo (168 hrs/yr = 21 days/yr)	336 hrs	252 hrs
Starting with month of 15th anniversary	14.67 hrs/mo (176.04 hrs/yr = 22 days/yr)	352 hrs	264 hrs

All continuous executive staff (includes positions of Assistant Vice Presidents and Assistant Deans or higher):

SERVICE YEARS	MONTHLY ACCRUAL	MAXIMUM BALANCE	TERMINAL PAYOFF
Hire date until month of 10th anniversary	13.34 hrs/mo (160.08 hrs/yr)	320 hrs	240 hrs
From month of 10th anniversary until month of 15th anniversary	14.00 hrs/mo (168 hrs/yr)	336 hrs	252 hrs
Starting with month of 15th anniversary	14.67 hrs/mo (176.04 hrs/yr)	352 hrs	264 hrs

A University Request/Approval of Leave Form must be completed in advance and approved by the division or department director before vacation leave is taken.

Vacation leave earned may be used *after* six full months of continuous employment unless the University deems it necessary to schedule vacation leave during the first six months of employment. Any exceptions must be approved by Human Resources. Example: An employee who begins work during the month of November would be eligible for use of vacation leave beginning with the month of May.

An employee shall only be allowed to use vacation leave that has been accumulated before the beginning of the month for which leave is requested. It is the responsibility of the department director and the employee to ensure that sufficient time has been accrued to cover the time requested prior to the request and approval of the leave.

An employee whose status changes from being ineligible for vacation leave to being eligible for vacation leave will be required to complete the previously stated six full months of continuous employment. Beginning six full months after the effective date of the status change, the employee will be eligible for use of the vacation leave accrual.

All full-time employees may take vacation leave at the convenience of the department. Request/Approval of Leave Forms should be available from the supervisor. Additional forms may be obtained from Human Resources. **NOTE:** A vacation is not automatically extended because of illness during the vacation period.

Payment will be made for any unused accrued vacation up to the terminal payoff maximum upon termination or reduction in work hours to less than full-time.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

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