

# Vacation Leave

1. The University provides vacation leave with pay for eligible employees. Vacation leave is determined by the employee's length of service with the University and/or entry-level at the time of hiring. Vacation leave is earned for full-time employees as follows:

Vacation Accruals summary:

Position	Length of Service	Monthly Accruals		Amount of Annual Vacation					
		Fulltime-12 Months	Part-time 12 Months 28-34 hours per week	Fulltime 10/11 Months	Part-time 9 Months 28-34 hours per week	Fulltime-12 Months	Part-time 12 Months 28-34 hours per week	Fulltime 10/11 months	Part-time 9 Months 28-34 hours per week
Administrative Staff	0-5 years	6.67 hours	4.67 hours	4.67 hours	2.67 hours	80 hours-2 weeks	56 hours	56 hours	32 hours
	5-10 years	10 hours	7 hours	4.67 hours	2.67 hours	120 hours-3 weeks	84 hours	56 hours	32 hours
	10 or more years	13.33 hours	9.33 hours	4.67 hours	2.67 hours	160 hours-4 weeks	112 hours	56 hours	32 hours

Vacation accruals based on position:

Position	Length of Service	Amount of Vacation
Vice President/Dean		160 hours (max)
	0-5 years	120 hours
Director		
	6 or more years	160 hours (max)
	0-5 years	80 hours
Administrative Staff	6-10 years	120 hours
	11 or more years	160 hours (max)

2. Vacation leave is earned on a monthly basis for full-time employees. Other classes of employees may earn vacation leave on a pro-rata basis. Vacation leave may only be taken after it is earned. Vacation is not accrued during periods of extended unpaid leave greater than one month (paid or unpaid family medical leave or military leave).
3. Effective July 1, 2022, fulltime employees of Converse University have a maximum accrual of 240 hours. Part-time employees and employees working less than 12 months the maximum accrual is pro-rated
4. When voluntarily terminating employment, accrued, unused vacation may be paid out up to a maximum of 40 hours, subject to abiding by providing the required amount of working notice as described in the Resignation/ Retirement Notice policy (V-R); or in the event of unexpected life circumstance such as death.
5. When employment is involuntarily terminated for cause, the employee is ineligible to be paid any unused, accrued vacation.
6. Vacation leave is customarily used for vacation, but it may also be used for:
  - religious observance,
  - adverse weather,
  - family leave,
  - medical or dental appointments and sick leave - when all earned Personal is exhausted.
7. Vacation leave normally requires a reasonable advance request to the supervisor who approves or denies the request based on department operating needs and other requests from employees within the department.