



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Vacation Policy & Procedure	Administrative Employees (Excludes Senior Level Leaders)	Provide eligible employees with overview of vacation eligibility and process.	7/1/23	Associate Vice President Human Resources & Organizational Development	2

All new and regular full-time employees are eligible for vacation. Vacation entitlement is as follows:

- FULL-TIME EMPLOYEES HIRED PRIOR TO 1/1/91 will be credited with 26 vacation days every July 1st, to be used during the vacation year, (July 1-June 30).
- FULL-TIME EMPLOYEES HIRED ON 1/1/91 AND THEREAFTER will be credited with vacation as follows:

Eligibility Schedule for Vacation	Vacation Entitlement (Exempt)	Vacation Entitlement (Non-Exempt)
New hires who are hired prior to the 7/1 fiscal year	One day per completed month of service; full vacation entitlement as of 7/1	One day per completed month of service; full vacation entitlement as of 7/1
Employees with <u>less</u> than 5 years of service as of 7/1	16* days	15* days
Employees with <u>more</u> than 5 years of service but <u>less</u> than 10 years as of 7/1	21* days	20* days
Employee with 10 or more years of service as of 7/1	26* days	25* days

*In 2019 the University made the decision that beginning in fiscal year 2020 exempt employees would receive an additional vacation day due to the elimination of Good Friday from the observed holiday schedule. Non-exempt non-union employees were provided a floating holiday in lieu of Good Friday.

Part-time employees who are scheduled to work a minimum of 1000 hours per year will be eligible for a prorated vacation entitlement based on # of hours per day, # of days per week, and # of months per year they are scheduled to work.

Vacation entitlement will be credited on July 1st of each year for those employees who are on the payroll as of that day. Vacation time must be used from July 1st through June 30th. Employees not on the payroll as of July 1st will be credited with vacation for each month of completed service for the balance of the initial year of service.

Vacation time-off must be approved **in advance** by the employee's supervisor and prior to the vacation time occurring. Vacation time should be requested by the current online vacation approval system in Banner. Supervisors are responsible for ensuring that all eligible employees are properly recording vacation time in Banner. This provision applies to all employees---exempt and non-exempt. Supervisors should implement aggressive measures, including but not limited to asking employees to book two weeks (either in days or in full weeks) at the beginning of the fiscal year, to ensure that vacation time is taken in the year it is earned.

VACATION CARRY-OVER

Effective July 1, 2020, no more than 10 vacation days can be carried over into the next fiscal year. The request for carry-over must be due to compelling and extenuating circumstances. Additionally, the request must be approved by the area VP or Dean and the Human Resources Department.

The amount of time carried over must be utilized by December 31 of that calendar year. If the employee fails to utilize that time before December 31, the time will be forfeited, and Banner which is the system of record, will be appropriately adjusted to show the reduction in vacation entitlement.

Upon termination of employment, a maximum of ten (10) vacation days will be paid out in conjunction with the stipulations listed below.

TERMINATING/STATUS CHANGE OF ADMINISTRATIVE EMPLOYEES

- If an employee terminates employment with sufficient notice, (minimum 2 weeks), vacation will be prorated accordingly. If sufficient notice is not given, entitlements may be forfeited.
- Administrative employees are eligible for a fiscal year vacation allotment, depending on years of service. This vacation eligibility accrues monthly. **The full fiscal year of vacation eligibility is shown on the paystub for illustrative and planning purposes only and should not be interpreted as the potential payout for vacation upon termination of employment.**
- If the terminating employee has used more vacation entitlement than that for which they are eligible, such employee will be responsible for reimbursing the University for the value of such vacation within a reasonable period, not to exceed 30 days from the date of termination.
- In the event of a status change from full-time to part-time, or part-time to full-time, vacation entitlement will change accordingly. Any prorated accrual of the date of the status change will not be reduced.
- The maximum amount of vacation time that will be paid out will be ten (10) days.

