Department of Pediatrics  
Vacation Leave Policy

Refer to Policy 5-301: Vacation Leave Policy; Rule 5-301A: Scope, Eligibility, and Limitations for Vacation Leave; and Department of Pediatrics Time and Attendance Policy.

Eligibility:

Faculty: Faculty holding 12 month appointments who are 0.75 FTE or greater are entitled to vacation. Faculty less than 0.75 FTE are not eligible for vacation.

Staff: Staff employees who are 0.75 FTE or greater are entitled to vacation. Staff employees less than 0.75 FTE and temporary employees are not eligible for vacation.

Vacation Accrual Rates:

Faculty:
- Eligible faculty are entitled to 25 days vacation per year. Vacation days are prorated according to FTE and start/termination date.
- Vacation days are granted on calendar year.
- Up to 10 days unused vacation can be carried forward to the new calendar year. Unused vacation in excess of 10 days cannot be carried forward.

Staff (Hourly and Salaried):
- Eligible staff hired before the 16th day of the month accrue vacation in the month of hire. If the hire date is on the 16th or later, the employee does not accrue vacation until the first day of the following month.
- Vacation days are prorated according to FTE.
- Unused vacation rolls over at the end of the calendar year. Staff can accrue a maximum accrual of 240 hours, plus their current annual vacation leave entitlement per year.

Non-Exempt (Hourly) Accrual Table:

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Hours Earned Per Month</th>
<th>Days Earned Per Month</th>
<th>Hours Earned Per Year</th>
<th>Days Earned Per Year</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5</td>
<td>8</td>
<td>1</td>
<td>96</td>
<td>12</td>
<td>336</td>
</tr>
<tr>
<td>5+ to 10</td>
<td>10</td>
<td>1.25</td>
<td>120</td>
<td>15</td>
<td>360</td>
</tr>
<tr>
<td>10+ to 15</td>
<td>12</td>
<td>1.5</td>
<td>144</td>
<td>18</td>
<td>384</td>
</tr>
<tr>
<td>15+ to 20</td>
<td>13.333</td>
<td>1.67</td>
<td>160</td>
<td>20</td>
<td>400</td>
</tr>
<tr>
<td>20+ or More</td>
<td>14.667</td>
<td>1.83</td>
<td>176</td>
<td>22</td>
<td>416</td>
</tr>
</tbody>
</table>

Exempt (Salaried) Accrual Table:

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Hours Earned Per Month</th>
<th>Days Earned Per Month</th>
<th>Hours Earned Per Year</th>
<th>Days Earned Per Year</th>
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</tr>
</thead>
<tbody>
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<td>1.25</td>
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</tr>
</tbody>
</table>
Using Accrued Vacation Leave

Faculty:
- Scheduled leave must be submitted for approval in advance and may be disapproved based on clinical needs, staffing needs, or frequency of absences.
- Vacation leave should be scheduled using the Employee Leave Request form. Submit the completed form to the Division Chief for approval.
- Vacation leave accrual and usage for faculty will be recorded by divisions/programs. The division/program shall keep auditable records of faculty leave usage.
- Paid holidays that occur during a vacation period are not charged against accrued vacation leave.

Staff:
- Scheduled leave must be submitted for approval in advance and may be disapproved based on operational needs, staffing needs, or frequency of absences.
- Vacation leave should be scheduled using the Employee Leave Request form. Submit the completed form to the Division Manager/Supervisor or responsible person for approval.
- Staff are responsible for recording vacation leave in KRONOS for the appropriate pay period.
- Staff are encouraged to take vacations periodically pursuant to schedules arranged in advance to prevent disruption of departmental operations.
- Paid holidays that occur during a vacation period are not charged against accrued vacation leave.
- Unauthorized vacation and usage in excess of accrued vacation leave will be treated as absences without pay and could be subject to disciplinary action.

Payment for Unused Vacation Leave upon Termination

Faculty: Unused vacation is not paid out at termination of employment.

Staff: Unused vacation is paid out upon termination and is included in the final payroll check.