

# Vacation Time

## ROWAN UNIVERSITY POLICY

Title: *Vacation Time*

Subject: *Employee Benefits*

Policy No: *HR: 2014:01*

Applies: *University-Wide*

Issuing Authority: *President*

Responsible Officers: *Senior Vice President for Finance/CFO and the Chief Human Resources Officer*

Adopted: *01/01/2014*

Amended:

Last Revision: *05/28/2019*

### I. PURPOSE

To set policy regarding the accrual and use of vacation time for eligible employees.

### II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Finance /CFO and the Chief Human Resources Officer, the Provost, Vice Presidents and Deans shall implement and ensure compliance with this policy.

### III. APPLICABILITY

This policy applies to regular full-time staff members, full-time temporary staff members, regular part-time staff members hired to work a minimum of twenty (20) hours per week. Temporary part-time staff members are not eligible for vacation pay. **Always refer to the appropriate collective bargaining agreements for any variations or additional details that apply to this policy.**

### IV. POLICY

#### 1. Vacation Time Accruals (Rowan)

- a. On January 1 of each calendar year, Rowan full time professional staff in the AFT bargaining unit, shall be credited with 22 vacation days, after the 1<sup>st</sup> year of service, in anticipation of continued employment. During the 1<sup>st</sup> year of service, 21.6 vacation days are credited.
- b. On July 1 of each year, managerial employees shall be credited with 22 vacation days (unless grandfathered to receive below amounts), in anticipation of continued employment.
- c. On January 1 of each calendar year, CWA, IFPTE, law enforcement staff shall be credited with vacation time based upon their years of service, in anticipation of continued employment.
  - i. Year 0-5 = 1 day per month
  - ii. Years 6-12 = 1.25 days per month
  - iii. Years 13-20 = 1.67 days per month
  - iv. Years 21 forward = 2.08 days per month
- d. Newly hired Rowan staff members accrue their first month of vacation time according to their hire date.
  - i. Days 1-8 accrue 1 day of vacation time
  - ii. Days 9-23 accrue .5 days of vacation time
  - iii. Dates 24-31 accrue no vacation time

#### 2. Vacation Time Accruals (Rowan SOM)

- a. On the first pay date of each month, Rowan SOM regular full time and regular part time staff that has completed 90 days of continuous service shall be credited with 1 vacation day, in anticipation of continued employment. Vacation time is credited for the month for employees hired or returned

to an active pay status prior to the 16<sup>th</sup> of the month. Employees hired or returned to an active pay status after the 16<sup>th</sup> of the month, shall be credited on the first pay date of the next month.

Employees who separate or begin an unpaid leave status before the 16<sup>th</sup> of the month shall not be credited with vacation time for the month. Employees who separate or begin an unpaid leave status after the 16<sup>th</sup> of the month shall be credited for vacation time for the month.

- b. According to the Collective Bargaining Agreements, Rowan SOM Staff shall be credited with vacation time based upon their years of service, in anticipation of their continued service.

- i. Date of employment to completion of 10 years = 1.25 days per month

- ii. Start of 11<sup>th</sup> year to completion of 20 years = 1.66 days per month

- iii. From start date of 21<sup>st</sup> year forward = 2.08 days per month

- c. Rowan SOM employees designated as managerial shall be credited with vacation time based upon their years of service, in anticipation of their continued service.

- i. Date of employment to completion of 20 years = 1.66 days per month

- ii. From start date of 21<sup>st</sup> year forward = 2.08 days per month

- 3. Although vacation time may be credited (granted) to employees up front, it is in anticipation of continued employment and, therefore it accrues over time.
- 4. Permanent part time staff members are eligible for vacation time accruals on a pro rata basis according to the number of hours per pay of their jobs record.
- 5. Employees are liable for vacation days taken in excess of their entitlement and shall reimburse the University for such. Employees in an unpaid leave status shall not receive sick time during that status
- 6. Staff members may carry over a maximum of one (1) year of earned (accrued) vacation time into the next succeeding calendar year. (Fiscal Year for managerial employees) Any vacation accruals above this maximum will be forfeited.
- 7. Employees shall be reimbursed for accrued, but unused, vacation time when separating from the University. Rowan employees are encouraged to use vacation time before retirement, unless there is an exception granted by the Department of Human Resources. Any remaining accrued, but unused, vacation at time of employee death is payable to their estate.
- 8. Vacation time shall be scheduled at the convenience of each department according to departmental work requirements. In establishing the vacation schedules, the department head shall consider the stated desires of the staff members and the needs of the department. Vacation time must be requested by employee and approved by employee's supervisor.