

Accrual and Use of Vacation Time

ROWAN UNIVERSITY POLICY

Title: *Accrual and use of Vacation Time*

Subject: *Payroll*

Policy No: *FIN: 2014:06*

Applies: *University-Wide*

Issuing Authority: *President*

Responsible Officers: *Senior Vice President for Finance and CFO*

Adopted: *01/31/1993*

Last Revision: *09/29/2016*

Last Reviewed: *10/31/2018*

I. PURPOSE

The purpose of this policy is to outline the accrual and use of vacation time by eligible employees.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Finance and CFO shall implement this policy and the Associate Vice President for Human Resources and Chief Human Resources Officer, Sr. Vice Presidents, Vice Presidents, Deans and Department heads shall 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 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.
2. Payroll Services runs process to accrue leave time monthly for Rowan SOM eligible employees, and in January, July and September for Rowan Glassboro eligible employees. Payroll Services oversees the employee utilization of vacation time and pay out for retirement.
3. The Associate Vice President for Human Resources and Chief Human Resources Officer oversees the HR function that approves use of vacation time for leave of absence and retirement and forwards to payroll staff to monitor and pay out.
4. Vacation Time Accruals are recorded differently for Rowan Glassboro and RowanSOM, as listed below:
 - a. Rowan Glassboro - Faculty are not eligible
 - i. 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 1st year of service, in anticipation of continued employment. During the 1st year of service, 21.6 vacation days are credited.
 - ii. On July 1 of each year, managerial employees shall be credited with 22 vacation days unless grandfathered to receive below amounts.

- iii. 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.
 - Year 0-5 = 1 day per month
 - Years 6-12 = 1.25 days per month
 - Years 13-20 = 1.67 days per month
 - Years 21 forward = 2.08 days per month
 - iv. Newly hired Rowan staff members accrue their first month of vacation time according to their hire date.
 - Days 1-8 accrue 1 day of vacation time
 - Days 9-23 accrue .5 days of vacation time
 - Dates 24-31 accrue no vacation time
- b. Rowan SOM including Faculty
- i. 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 16th of the month. Employees hired or returned to an active pay status after the 16th 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 16th of the month shall not be credited with vacation time for the month. Employees who separate or begin an unpaid leave status after the 16th of the month shall be credited for vacation time for the month.
 - ii. 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.
 - Date of employment to completion of 10 years = 1.25 days per month
 - Start of 11th year to completion of 20 years = 1.66 days per month
 - From start date of 21st year forward = 2.08 days per month
 - iii. Rowan SOM employees designated as managerial shall be credited with vacation time based upon their years of service, in anticipation of their continued service.
 - Date of employment to completion of 20 years = 1.66 days per month
 - From start date of 21st year forward = 2.08 days per month
5. 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.
 6. 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
 7. Staff members may carry over a maximum of one (1) year of earned vacation accruals into the next succeeding calendar year. (Fiscal Year for managerial employees) Any vacation accruals above this maximum will be forfeited.
 8. Employees shall be reimbursed for accumulated remaining 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 vacation at time of employee death is payable to their estate.