

University Policy Number: 200.10
VACATION LEAVE

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide Vacation Leave to full-time employees. This benefit provides opportunities for employees to use earned vacation leave to take time off from work without loss of compensation or benefits. New full-time employees are credited with forty (40) hours leave upon successfully completing the six-month probationary period. Vacation leave is accrued at the completion of each semimonthly pay period (15th and the last working day of the month).

Statement of Purpose

This policy establishes guidelines for the administration of the Vacation Leave Program. Vacation leave provides paid leave to employees for vacations or other personal purposes. It allows employees to take paid time off from work by using their accrued vacation leave hours for the absent period. The rate at which an employee earns vacation leave hours is based on the number of years of salaried service credited to the employee. Employees who separate from the University or experience certain other status changes may receive payment for unused vacation leave up to established pay-out limits.

Applicability

This policy is applicable to all full-time twelve-month contract employees. Probationary employees are not eligible to earn vacation leave hours.

DEFINITIONS

Semi-Monthly Pay Period – The two pay periods of the month designated for leave accrual and payment purposes are:

1st day of the month through the 15th

Requesting and Using Vacation Leave

Employees cannot use vacation leave until it is accrued. Hours accrued in one pay period will be available to be used the following pay period.

All requests to use vacation leave must be approved by the supervisor or the leave will be considered unauthorized, and the employee's paycheck may be docked.

Employees must request and receive approval from their supervisors to take vacation leave time. Employees should make their requests for leave as far in advance as possible. The supervisor should attempt to approve an employee's request for vacation leave, provided the University's operations are not adversely affected by the leave.

When an official holiday falls within the employee's approved vacation time, the leave time will not be deducted for the holiday. The employee may request to take a vacation day at a future date.

When an employee takes leave time that was requested but not approved, the employee will be subject to the following actions:

- The absence will be designated as unauthorized;
- The employee will not be paid for eebe in sisowep19-750 q 0.24 5(T @ c) 50 0 4

