

VACATION LEAVE FOR STAFF AND ADMINISTRATORS

POLICY STATEMENT

Vacations are granted by Chapman University for relaxation and rest away from the job. The appropriate provisions of this policy shall apply equally to all administrative and staff personnel who are eligible to accrue vacation benefits.

REASON FOR THE POLICY

The purpose of this section is to outline the University policy concerning vacation for Staff and Administrative employees.

POLICY

Vacation leaves of absence are approved by the appropriate department head and vice president based primarily on the needs of the University after timely request by the employee as outlined below. Vacation leave may be disapproved, rescinded or discontinued should the needs of the University require the employee's presence. In such instances, should the employee be unable or unwilling to return to work, the employee may be terminated and the position filled. In that event, the employee on leave will be eligible to apply for other University positions.

It is the policy of the University that all eligible employees take an annual vacation. Vacation time is not to be banked as deferred or extra compensation.

Eligible employees will accrue vacation hours from their dates of hire. Introductory Period employees accrue, but may not use vacation until they complete 90 days of the introductory period. The vacation time as provided above will be credited to the employee's account on the last day of each month. Incomplete months of employment will be accrued on a daily pro-rata basis.

Vacation hours must be accrued before they are used. No advances against future accrual may be granted.

Employees shall receive pay for vacation time taken off at the rate of pay which is in effect at that time vacation wages are paid out. It is not considered as time worked in the computation of overtime.

Vacations are to be approved in advance by the employee's immediate supervisor.

Administrative employees shall submit an "Employee Requisition and Change Request" (ERCR) to their supervisors for approval prior to taking vacation time.

Staff employees will report vacation time taken on their payroll timesheets.

Employees who are on an unpaid leave of absence of any kind shall not accrue vacation for the duration of the unpaid leave of absence. Such employees will resume eligibility for accrual upon return to active paid status.

On the date of termination, employees shall be paid for all accrued, unused vacation time. The employee will receive pro-rata vacation pay for the final partial month of employment, if any.

Vacation shall be scheduled at the employee's convenience whenever possible, when not prohibited by the needs of the University.

When an employee is terminating her/his employment with the University, the last day actually worked shall be recorded as the effective date of termination. An employee may not use accrued vacation hours following the last day worked, thereby extending the effective date of termination.

Accrual Rates

The maximum amount of vacation that may be credited to a staff or administrative employee is 200 hours. When the employee reaches the maximum amount of credited vacation, accrual for subsequent months will be zero. This will continue until the employee uses vacation and reduces the accrued amount below the maximum.

Vacation accrues at the following rates:

Vacation Accrual for Staff and Administrative Employees Hired on or After June 1, 1998, in hours per month:

	0 to 5 yrs.	5 to 10 yrs.	10+ yrs.
Full-time (40 hours)	6.67	10	13.33
3/4 time (30 hours)	5.00	7.50	10.00
1/2 time (20 hours)	3.33	5.00	6.67
Less than 20 hours	0.00	0.00	0.00
Temporary Employees	0.00	0.00	0.00

Vacation Accrual for Administrative Employees Employed as of May 31, 1998, in hours per month:

Immediate

Full-time (40 hours)	13.33 (20 days per year)
3/4 time (30 hours)	10.00
1/2 time (20 hours)	6.67
Less than 20 hours	0.00
Temporary Employees	0.00

Vacation Accrual for Staff Employees Employed as of May 31, 1998, in hours per month:

	0 to 5 yrs.	5 to 10 yrs.	10+ yrs.
Full-time (40 hours)	8.67 (13 days/yr.)	12 (18 days/yr.)	15.33 (23 days/yr.)
3/4 time (30 hours)	6.50	9.00	11.50
1/2 time (20 hours)	4.34	6.00	7.67
Less than 20 hours	0.00	0.00	0.00
Temporary Employees	0.00	0.00	0.00

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy:

Abbie Kane, akane@chapman.edu, (714) 516-5436

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/vacation-policy.pdf

APPROVAL AND PUBLICATION DATES

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

RELATED MATERIALS

N/A