

## **VACATION**

Time away from work is important for your physical and psychological well-being. Vacation is one means of providing this time to eligible employees. Administrators and staff in regular full-time positions\* as well as twelve-month faculty are eligible for vacation pursuant to the following schedule:

### ***Exempt Full-Time Employees***

Years of Service	Annual Vacation
0 - 19	160 hours
20+	200 hours

### ***Non-Exempt Full-Time Employees***

Years of Service	Annual Vacation
0 - 3	80 hours
4 - 5	96 hours
6 - 10	120 hours
11 - 19	160 hours
20+	200 hours

*\*Some 9-month instructional staff positions may not be eligible for vacation. Contact the HR Designate in your school or college for more information.*

On June 1 of each fiscal year, an employee receives annual vacation amounts for use during the fiscal year. If an employee has a service anniversary anytime during the fiscal year, the annual vacation amount for the corresponding year of service will be effective June 1, prior to the anniversary date.

Vacation is a paid time-off benefit for active employees provided at the beginning of each fiscal year, and is not accrued each month. Vacation cannot be carried over from one fiscal year to the next. Unused vacation is not paid out when you leave Drake. All vacation is subject to manager approval.

Annual vacation cycles may vary slightly for certain grant programs. In such cases, the applicable grant program will communicate these differences to impacted employees.

### ***Employees Hired After June 15***

Eligible employees hired after June 15 will receive prorated vacation amounts for use during the first year of employment.

### ***Vacation Amounts For Part-Time and 9,10 and 11 Month Appointments***

Regular, part-time staff working more than 20 hours per week and staff with nine, ten or eleven month appointments receive annual vacation on a pro-rated basis.

### ***Reporting***

Department managers are responsible for maintaining vacation records for exempt and non-exempt employees. Vacation totals for all exempt employees must be submitted to payroll on a monthly basis. Vacation hours must be accurately reflected on time cards or web-time entry and be approved by the appropriate manager.

### ***Scheduling Vacation***

While time away from work is important, it is also critical to make sure you discuss your vacation schedule with your manager. Your manager may approve or deny your request. Time of year, university or departmental activities, events or

projects as well as the vacation schedules of others in your department all may play a role in whether your manager approves your vacation request. Generally, vacation should be taken in eight (8) hour blocks, but can be taken in no less than two (2) hour increments.