

**Policy Title:** Vacation Policy

**Policy Summary:** Policy Establishing Employee Vacation Allocation Amounts and Scheduling, and Reporting Procedures

**Policy Category:** Human Resources

**Policy Owner:** Human Resources

### Policy Summary

Vacation is annually allocated for each fiscal year. This policy provides for allocation amounts, scheduling, and reporting of vacation time.

### Purpose

Drake University provides vacation benefits to eligible employees.

### Scope

This policy applies to all eligible employees. The eligible employee's effective date for this benefit is the first of the month following date of hire.

### Policy

#### Vacation

Time away from work is important for employees to maintain healthy work-life balance. Time away is also important for physical and psychological well-being. Paid-time-off vacation benefits are one means of providing this time to eligible employees.

On July 1 of each fiscal year, eligible employees receive annual vacation amounts for use during the fiscal year (i.e., there are no monthly accruals, this is a "use it or lose it" benefit). Annual vacation amounts are to be used by June 30 (the end of the fiscal year).

Unused vacation does not roll over to the following fiscal year. Unused vacation is not paid out at the end of each fiscal year or when an employee leaves Drake.

If an employee has a service anniversary anytime during the fiscal year impacting the annual allotment of vacation, the annual vacation allotment for the corresponding year of service will be effective July 1, prior to the anniversary date.

Positions funded through negotiated grants may include vacation time provisions that supersede this policy.

## **Eligibility**

Administrators and staff in regular full-time positions as well as twelve-month faculty are eligible for vacation pursuant to the schedule below.

Nine-month instructional staff, including lab assistants and Drake Head Start teachers, do not receive vacation.

Faculty who are on nine or ten month appointments are not eligible for vacation time.

## **Annual Vacation Bank for Full-time/12-month Employees**

<b>Full-Time (12-Month) Employees</b>	
<u>Years of Service</u>	<u>Annual Vacation</u>
0-14 Years	160 hours
15+ Years	200 hours

## **Vacation Amounts for 9-, 10-, and 11-Month Staff Appointments and Part-Time 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.

Twelve-month faculty who are on a less than full-time appointment receive annual vacation on a pro-rated basis.

## **Employees Hired After July 1**

Eligible employees hired after July 1 will receive prorated vacation amounts for use during the first fiscal year of employment.

## **Scheduling and Requesting Vacation**

While time away from work is important, it is also critical that employees discuss their vacation schedules with their managers. Time of year, University or departmental activities, events, or projects as well as the vacation schedules of others within a department may all play a role in whether a manager approves an employee's vacation request.

All vacation requests are subject to manager approval. Managers may reasonably deny requests for vacations (in whole or in part) that are not made in a timely manner, or the absence would create an operational burden for the department. As a best practice, vacation requests should be made weeks or even months in advance of the requested time off.

As operations needs can vary across university departments, managers can adopt time off request expectations to best suit the needs of their unit.

## **Reporting Use of Vacation**

Department managers are responsible for ensuring vacation records for vacation-eligible employees are accurate. Vacation hours must be reported by all employees and approved by their manager.

Employees report their vacation usage through the Employee Dashboard. Non-exempt employees report their vacation through their online timesheet. Exempt employees report their vacation through the Online Leave Report. Upon the manager's approval and payroll processing of the online timesheet, the non-exempt employee vacation is updated. Exempt employees' vacation balances are updated upon the manager's approval of the leave report.

**Last Review Date:** June 2024

**Effective Date:** July 1, 2024