

RUTGERS POLICY

Section: 60.9.43

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Vacation

Formerly Book: 30-01-40-05:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 7/1/2000; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy for determining the eligibility and granting of vacation accruals, scheduling of vacation time and the payment of unused vacation accruals to legacy UMDNJ staff members.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **Policy**

60.9.43 VACATION

Eligibility:

This policy applies to the following legacy UMDNJ staff members:

Regular full-time staff members.

Regular part-time staff members who are regularly scheduled to work twenty (20) hours or more per week. Vacation accruals are on a pro-rata basis.

Temporary full-time staff members who have been continuously employed for six (6) months or longer.

This policy does not apply to the following staff members:

Temporary part-time staff members.

Temporary full-time staff members employed less than six (6) months.

Vacation accruals for newly hired or rehired staff members will commence upon the successful completion the first ninety (90) days of the staff member's one hundred eighty (180) day probationary period and will be credited retroactively to the staff member's date of hire or rehire.

Vacation time will accrue in each calendar year in accordance with the following schedules. The annual accrual rate will change in the month when a staff member reaches a service milestone if the staff member's anniversary date is before the sixteenth of the month, and will change effective the following month if the staff member's anniversary date is the sixteenth of the month or after.

Staff (Non-Nursing)

<u>Length of Service</u>	<u>Accrual Rate</u>
From date of employment to completion of 10 years	1 1/4 days/month
From start of 11th year to completion of 20 years	1 2/3 days/month
Completion of 20 years or more	2 1/12 days/month

Nursing Staff

<u>Length of Service</u>	<u>Accrual Rate</u>
From date of employment to completion of three years	1 1/4 to days/month
From the start of the fourth year to completion of 18 years	1 2/3 days/month
From the start of the 19 th year	2 1/12 days/month

Executive and Director Levels:

<u>Length of Service</u>	<u>Accrual Rate</u>
From date of employment to the completion of 20 years	1 2/3 days/month
Completion of 20 years or more	2 1/12 days/month

Vacation time is paid at the staff member's current rate of pay when taken. Extra pay in lieu of vacation is not permitted.

Staff members employed before the sixteenth of any month and full-time temporary staff members who reach six (6) months of service before the sixteenth of any month will be given vacation accrual credit for the full month's service. Staff members employed on the sixteenth of any month, or after or full-time

temporary staff members who reach six (6) months of service on the sixteenth of any month, or after will begin accruing vacation effective the next month.

Staff members may carry over a maximum of one (1) year of earned vacation accruals into the next succeeding calendar year. Any vacation accruals above this maximum will be forfeited.

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.

Where practical, seniority should be used to set up a department's yearly vacation schedule. Once a department's schedule has been established, a staff member transferring into the department cannot exercise their seniority for selecting vacation time until the following year's schedule is solicited.

Generally, the following guidelines should be observed:

- No more than two (2) weeks need to be given in summer vacation season;
- Vacation taken in separate individual days should be granted at the discretion of the department head.

When a University holiday falls within an approved vacation period, the day shall be charged to holiday time not vacation time.

When a staff member is on vacation and becomes hospitalized for any portion of that vacation and wishes to have the time charged to sick time, he/she must immediately notify his/her department head and request the use of accumulated sick time. Such notifications and requests may be made by telephone, telegram or letter, but if by phone, should be confirmed by telegram or letter. No sick time will be credited unless supporting medical evidence verifying the hospitalization is presented by the staff member upon return to work.

Vacation time may be taken only after the staff member has given prior notice to and received the written approval of his/her department head.

A staff member on an approved unpaid leave of absence will receive vacation accrual credit for the month in which the leave commences provided that the leave commences on or after the sixteenth of that month. The staff member will not receive vacation accrual credit for any additional months while on an unpaid leave of absence, except that the staff member will receive vacation accrual credit for the month in which they return to work provided they return to work before the sixteenth of that month.

Upon termination of employment (only if the first ninety (90) days of the one hundred eighty (180) day probationary period of employment has been completed) the staff member shall receive payment for any unused portion of vacation accruals earned, less any overpayments (i.e., overpayment of sick time).

Staff members terminating employment before the sixteenth of any month will not be given vacation accrual credit for the month. Staff members terminating employment on the sixteenth of any month, or after, will receive vacation accrual credit for the month.

The University will authorize payment for unused vacation accruals to the estate of a deceased staff member, less any overpayments.

For the purposes of this policy, seniority shall be based on the staff member's latest date of hire at the University.