



## RUTGERS POLICY

**Section:** 60.3.10

**Section Title:** Non-Academic Employees

**Policy Name:** Vacation for Staff Members (Excludes FOP Units)

(See Policy 60.3.20 for FOP – P, and FOP – S vacation policy.)

**Formerly Book:** 3.6.11

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 2/1977

**Revisions:** 12/1991; 10/12/2005, 8/2/2006 (Updated titles); 2/29/2008; 7/1/2010; 7/28/2010, 9/18/2013 (Updated title and Section 3)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**

Regularly appointed Managerial, Professional, Supervisory, and Confidential Staff Members; Union of Rutgers Administrators-American Federation of Teachers (URA-AFT); American Federation of State, County, and Municipal Employees, Locals 1761 and 888 (AFSCME); Doctors Council, SEIU, Local 10MD (Doctors Council); International Union of Operating Engineers (IUOE); Rutgers Council of AAUP Chapters - EOF (EOF); International Association of Fire Fighters (IAFF) earn vacation on a monthly basis in accordance with the "Accrual of Vacation Allowance" schedules stated in this policy.

2. **Reason for the Policy**

To provide definitions and address vacation accrual, usage of earned time, status changes, carryover, and separation from the university.

3. **Who Should Read This Policy**

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. **Related Documents**

- Absence Reporting System overview (<http://uhr.rutgers.edu/misc/arssystem.htm>)
- Absence Reporting System access (<https://payrolluhr.rutgers.edu/ars/>)
- Policy 60.3.20 Vacation for Staff in FOP Units and IAFF

5. **Contacts**

University Human Resources Operations Office 848-932-3990

## 6. The Policy

### 60.3.10 VACATION FOR STAFF MEMBERS (Excludes FOP Units and IAFF)

This policy is for staff in these employee units: Managerial, Professional, Supervisory, and Confidential Staff Members (MPSC); Union of Rutgers Administrators-American Federation of Teachers (URA-AFT); American Federation of State, County, and Municipal Employees, Locals 1761 and 888 (AFSCME); Doctors Council, SEIU, Local 10MD (Doctors Council); International Union of Operating Engineers (IUOE); Rutgers Council of AAUP Chapters - EOF (EOF); and International Association of Fire Fighters (IAFF).

#### I. General

Regularly appointed staff members earn vacation on a monthly basis in accordance with the "Accrual of Vacation Allowance" schedules below.

#### II. Definitions

##### A. Current Vacation Balance:

This is defined as the time that an employee has available for use in the current fiscal year. The Current Year's Allowance does not include any remaining time that was carried forth into the current fiscal year from the Prior Year's Allowance.

##### B. Prior Year's Allowance:

This is defined as the unused time earned in the prior fiscal year.

#### III. Accrual of Vacation Allowance

Regularly appointed staff members accrue vacation days for each full calendar month worked; the number of days accrued depends on the employee's status at the time of accrual. Employees who are on leaves of absence without salary do not accrue vacation time during any full calendar month of absence, except that employees who are on leaves of absence due to injuries occurring in the course of and arising out of employment at Rutgers will continue to earn vacation until workers' compensation payments cease. Accrued vacation time is available for use the month after it is earned, or upon return to active service, if on leave of absence.

Full-time 10-month staff employees accrue vacation on the same per-month-worked basis as full-time 12-month employees.

Regular part-time staff employees accrue vacation on the same basis as full-time staff except that it is prorated according to the percentage of time appointed.

##### A. Vacation Accruals in the First Year of Employment for URA-AFT, AFSCME, Doctors Council, IUOE, EOF, and IAFF:

1. Employees who start work on the first working day in July accrue 1.25 days for each full calendar month worked during that fiscal year.
2. Employees who start work after the first working day in July accrue one day of vacation for each full calendar month worked during the remainder of that fiscal year.

##### B. Vacation Accruals in the First Year of Employment for MPSC Employees:

1. Employees accrue 1.25 days for each full calendar month worked during that fiscal year.

C. Vacation Accruals During Subsequent Fiscal Years:

Increases in vacation accruals are based on an employee's actual years of service in conjunction with his or her workweek classification. See paragraph III.D for examples of how to calculate accruals in these "break" years.

1. 35-, 37.5 (NE) - and 40-hour Fixed Workweek Classifications. (See also paragraph III.C.2 below regarding the NE classification.)
  - a. Employees in AFSCME, IUOE, and IAFF accrue 1.25 days per full month worked through the completion of 12 years of service. All others accrue 1.25 days per full month worked through the completion of 10 years of service. For employees in AFSCME and IUOE, when such 12-year anniversary occurs during a fiscal year, the employee accrues at the 1.25 rate through the anniversary month and at a rate of 1.66 days per full month worked for the remainder of that fiscal year. For all other employees, when such 10-year anniversary occurs during a fiscal year, the employee accrues at the 1.25 rate through the anniversary month and at a rate of 1.66 days per full month worked for the remainder of that fiscal year.
  - b. Employees in AFSCME, IUOE, and IAFF accrue 1.66 days per full month worked from the 12-year anniversary date through the completion of 20 years of service. All other employees accrue 1.66 days per full month worked from the 10-year anniversary date through the completion of 20 years of service. When such 20-year anniversary occurs during a fiscal year, the employee accrues the 1.66 rate through the anniversary month and at a rate of 2.10 days per full month worked for the remainder of that fiscal year.
  - c. Accrue 2.10 days per full month worked after the completion of 20 years of service to a maximum of 25 days in the fiscal year.
2. NE (37.5-hour) Fixed Workweek Classification:
  - a. Persons hired into or transferred into the NE classification after April 15, 1986: Follow the vacation allowance for 37.5-hour workweek classification. (See paragraph III.C.1 above).
  - b. Persons who were changed from the NL to the NE classification on April 15, 1986: Follow vacation allowance for the NL classification in paragraph III.C.3 below.
3. NL Classification:
  - a. Accrue 1.25 days per full month worked through the completion of four years of service. When such four-year anniversary occurs during a fiscal year, the employee accrues at the 1.25 rate through the anniversary month and at a rate of 1.66 per full month worked for the remainder of that fiscal year.
  - b. Accrue 1.66 days per full month worked from the four-year anniversary date through the completion of 19 years of service. When such 19-year anniversary occurs during a fiscal year, the employee accrues at the 1.66 rate through the anniversary month and at a rate of 2.10 per full month worked for the remainder of that fiscal year.
  - c. Accrue 2.10 days per full month worked after the completion of 19 years of service to a maximum of 25 days in the fiscal year.

D. How to Calculate the Accrual Rate in "Break" Years:

In the year when an employee completes the required number of years of service to move to a higher vacation accrual rate, the accrual rate for this "break" year will vary according to the employee's start date and workweek designation. Examples of these calculations follow:

1. An employee in a 35-hour fixed workweek title who completes 10 years of service on October 10 will accrue 1.25 days per month for July, August, September, and October (5 days), and will accrue 1.66 days per month for November through June 30 (13.28 days). On July 1, the employee will have accrued 18.28 days.
2. An employee in a title designated "NL" who completes 19 years of service on April 1 will accrue 1.66 days per month from July through March (14.94 days), and will accrue 2.1 days per month for April through June 30 (6.3 days). On July 1, the employee will have accrued 21.24 days.

**IV. Usage**

Vacations must be scheduled at the convenience of each department according to departmental work requirements. Requests for vacations shall not be unreasonably denied. Any vacation time taken must be recorded in the Absence Reporting System as vacation time is used.

When a university holiday falls within an approved vacation period, it is not counted as a vacation day. This provision does not apply to vacation allowances paid upon resignation, termination, death, or retirement. If an employee becomes ill or injured for five or more days while on vacation, the employee may request that the portion of vacation during which he or she was ill be charged to sick leave instead of vacation provided that the employee submits acceptable evidence of illness or injury.

**V. Borrowing of Time**

An employee is not allowed to "borrow" vacation time in anticipation of future accruals.

**VI. Carryover**

Staff members shall be permitted to carry forward into the succeeding fiscal year a maximum of the number of days equivalent to the staff member's yearly accrual rate as of the final month of the preceding fiscal year. No employee will be able to carryover more than his or her accrual rate. The balance of unused vacation time beyond the allowed carryover as set forth above will be subject to forfeiture.

**VII. Supervisor Absence Record Certification**

The Absence Reporting System must also be certified by the appropriate university officer; no employee may certify his or her own Vacation Allowance Carryover in the Absence Reporting System

**VIII. Separation from the University**

A. Resignation or Termination

A lump-sum payment is made for unused vacation at the time of separation from university employment. Eligible employees are entitled to payment for all accrued unused vacation.

B. Retirement

All vacation time, including the final month's accrual, must be exhausted prior to the effective date of retirement (e.g., if an employee's retirement is effective June 30, he or

she must take all of his or her earned vacation prior to that date; it cannot extend beyond June 30). In exhausting all available time, if a holiday falls within the vacation period, it is not counted as a vacation day.

In limited circumstances, when it is not possible due to the operational needs of a department for an employee to exhaust all vacation time prior to the effective date of retirement, the employee will be paid all remaining accrued vacation. Eligibility for such payment is subject to approval of the appropriate university vice president or chancellor.

C. Death of Employee

It is the policy of the university to authorize payment for unused vacation time of a deceased employee who has been a regularly employed staff member. Such payment shall be for any accrued unused vacation. No additional days are given for holidays which may occur after the date of death.

**IX. Status Changes**

A. From Staff to Faculty:

An individual whose status changes from staff to faculty must always take all allowable accrued vacation prior to the change to faculty status. No vacation can be carried over to the faculty appointment and no payments in lieu of vacation time not taken are permitted without prior approval of the appropriate university vice president or chancellor.

B. From Faculty to Staff:

An individual whose status changes from faculty to staff will be granted a full year's vacation accrual based on the employee's date of hire and workweek classification.

C. From Part-time to Full-time and from Full-Time to Part-Time:

When a staff member's status changes from full-time to part-time or part-time to full-time, the Absence Reporting System will calculate (prorate for part-time) the monthly accrual based on the new percentage rate for the remainder of the fiscal year, expressed as the full-time equivalent.

1. Example: An employee was 50% from July 1 through December 31 (six months), changes to 100% January 1 through June 30 (six months).

6 months X 1.25 @ 50% = 3.75 full-time days  
6 months X 1.25 @ 100% = 7.5 full-time days  
Total accrual = 11.25 full-time days

2. Example: An employee was 100% from July 1 through January 31 (seven months), changes to 60% February 1 through June 30 (five months).

7 months X 1.25 @ 100% = 8.75 full-time days  
5 months X 1.25 @ 60% = 3.75 full-time days  
Total accrual = 12.5 full-time days

**X. Interpretation and Exceptions of Policy**

Questions regarding vacation accrual for staff members should be directed to University Human Resources.

Always refer to the appropriate collective negotiations Agreements for any differences in the above policy.

Exceptions to this policy must be approved by the Vice President for Faculty and Staff Resources.