



## UNIVERSITY POLICY

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### Vacation Time

Policy Type: Full-time Staff and Twelve Month Faculty - University Wide  
Responsible Office: Human Resources  
Effective Date: January 30, 2020

#### **POLICY:**

Vacation time is made available to provide employees a paid opportunity for rest and relaxation away from the work environment. Employee wellness is very important at Butler University and we encourage eligible employees to work with their supervisors to utilize their vacation time-off throughout the fiscal year to attain a good work-life balance.

#### **PROCEDURE:**

##### **Eligibility**

All regular nine, ten and twelve month full-time staff and twelve month faculty are eligible to receive vacation benefits. Vacation benefits are pro-rated based on hire date. Additionally, vacation benefits are pro-rated for nine and ten month employees. Vacation benefits are not available to part-time, occasional and temporary staff members.

##### **Authorization and Scheduling**

Scheduling of vacation time must be done well in advance, requires supervisory approval and must be taken in ½ day (exempt) or hourly (non-exempt) increments. Supervisors consider the department workload, seniority, amount of notice, scheduling preferences in past years and special needs when approving vacation. Given the general operational needs of the University, no more than four weeks of vacation time may be taken at one time, excluding use of vacation time for FMLA use or other leave of absence situation. The University discourages the use of outside temporary help for most vacation replacements.

Vacation time is not considered in calculating overtime. Vacation time can be used to supplement other paid benefit programs (i.e., personal time off, disability pay, FML, etc.), however, you may only receive benefits from one benefit program to a maximum of your normal work schedule. If you become ill while on vacation, vacation time is paid rather than PTO time. In addition, if you are eligible for a holiday benefit while on vacation, the holiday benefit is paid rather than a vacation day.

##### **Benefit Level**

Years of service are determined on June 1<sup>st</sup> of each year. If an employee is hired between June 1 and February 28<sup>th</sup>, the employee's time of service will be counted as one year. Employees hired between March 1<sup>st</sup> and May 31<sup>st</sup> will be required to wait until June 1<sup>st</sup> of the following fiscal year to increase to the next levels.

##### **Level 1 (All staff not designated as a Director level or above):**

As of the beginning of the University's fiscal year (June 1<sup>st</sup>) employee records will show the annual allotment of vacation days. However, these days are neither earned by nor accrued for employees at that time. Rather, they are earned during the course of the year, on a pro-rata basis based on hire date and contract length.

Less than one year – Up to ten days, based upon month hired (see New Employees Hired Within the Fiscal Year)

1 to 2 years – 11 days  
2 to 3 years – 12 days  
3 to 4 years – 13 days  
4 to 5 years – 14 days  
5 to 6 years – 15 days

6 to 7 years – 16 days  
7 to 8 years – 17 days  
8 to 9 years – 18 days  
9 to 10 years – 19 days  
10 years and above – 20 days

**Level 2 (All staff designated Director level and above):**

As of the beginning of the University's fiscal year (June 1<sup>st</sup>) Level 2 employee records will show the annual allotment of up to twenty (20) vacation days. However, these days are neither earned by nor accrued for employees at that time. Rather, they are earned during the course of the year, on a pro-rata basis. New employees hired within the fiscal year will receive time based upon the month hired (see New Employees Hired Within the Fiscal Year).

**New Employees Hired Within the Fiscal Year:**

Within the first year, a new employee will be allotted vacation days of a pro-rated amount based upon their hire date and level of position. As stated above, these days are neither earned by nor accrued for employees at that time. Rather, they are earned during the course of the year, on a pro-rata basis. For example, a new employee hired in August as a level one employee would be allotted a pro-rated amount of eight days for the remainder of the fiscal year. An employee must be hired by the 20<sup>th</sup> of the month to be eligible for the full *pro-rated amount*. The schedule for the first year and the month hired, is as follows:

*First Year Pro-rated amounts*

**Level 1**

June – 10  
July – 9  
August – 8  
September – 8  
October - 7  
November – 6  
December – 5  
January – 4  
February – 3  
March – 3  
April – 2  
May - 0

**Level 2**

June – 20  
July – 18  
August – 17  
September – 15  
October - 13  
November – 12  
December – 10  
January – 8  
February – 7  
March – 5  
April – 3  
May - 0

**Carry-Over/Rollover Policy**

Employees are not allowed to carry over vacation days into the next fiscal year. In unusual circumstances, carry over may be requested in writing to the supervisor stating the reason for the request and the hardship placed upon the department if carry over is not granted. This request is limited to 5 working days and must be approved by the supervisor of the department and *Human Resources* prior to April 15<sup>th</sup> of the current fiscal year. The approved time must be used prior to the end of the next fiscal year (May 31<sup>st</sup>). Employees who have received this approval and terminate before using the vacation days that carried over will not be paid for any carried over time upon termination.

**Payment of Unused (Earned or Unearned) Vacation Days During Leave of Absence**

Except as provided in the University's FML policy, employees must exhaust all available vacation days prior to receiving any benefits or payments under the University's Short Term Disability program.

**Payment of Earned and Unused Vacation Days Upon Termination**

Earned but unused vacation days will be paid on a pro-rated basis to an employee who retires or resigns his/her employment with a two week notice (except as provided below). Example: a 2-year Level 1 employee is allotted 12 days of vacation on June 1. The employee resigns employment on the following December 1. Therefore, the employee earned 6/12 of the vacation that was allotted on the prior June 1 and would receive pay for 6 days of vacation upon their resignation (less any vacation days taken prior to the resignation date).

Earned but unused vacation days will not be paid to an employee whose employment terminates involuntarily. For example, if an employee's employment is terminated for performance or conduct reasons, he/she shall not be paid for earned but unused vacation days. In addition, earned but unused

vacation days will not be paid to an employee who resigns but who fails to provide at least two (2) weeks written notice of resignation to his/her supervisor.

**Two Week Resignation Notice**

If a staff member retires or resigns with the requested two week notice, the staff member is required to work the ten (10) days of notice. There will be no vacation, or personal-time-off approved during the two (2) week or ten (10) working days timeframe.

**Termination of Employee Who Has Used More Vacation Days Than He/She Earned**

If an employee retires or resigns and he/she has used more than 5 vacation days than he/she earned, the employee must reimburse the University for the unearned days taken in excess of 5 vacation days. Example: a 2-year Level 1 employee is allotted 12 days of vacation on June 1. The employee takes 12 days of vacation and then resigns on December 1. This employee must reimburse the University for 1 day of vacation because at the time of their resignation they had only earned 6 days of vacation.

**Contact**

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*Please note the Human Resources Department may modify this policy with or without notice. Any such modification will be effective immediately upon posting.*