

VANDERBILT UNIVERSITY AND MEDICAL CENTER

HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: VACATION ACCRUALS

Policy # HR-005

EFFECTIVE DATE: July 1, 1998
(Revision Date March 15, 2001 - changes noted in **Red**)

POLICY

It is the policy of Vanderbilt to provide a vacation program for its staff. The approval of vacation is at the discretion of the supervisor.

PROCEDURE

I. ELIGIBILITY

All full and part-time regular and term staff are eligible for paid vacation time. Staff are eligible for annual paid vacation based upon their length of service as follows:

II. VACATION ACCRUAL RATES

Year	Hourly-Paid Full-Time Staff 40 Hours per Week	Exempt Full-time Staff *
1 st	80 hrs	15 days
2 nd	88 hrs	15 days
3 rd	96 hrs	15 days
4 th	104 hrs	15 days
5 th	112 hrs	15 days

6 th	120 hrs	20 days
7 th	128 hrs	20 days
8 th	136 hrs	20 days
9 th	144 hrs	20 days
10 th	152 hrs	20 days
More than 10	160 hrs	20 days

Hourly-paid staff accrue vacation based on actual hours paid up to 40 hours per week (prorated if less than 40 hours per week), excluding overtime, on-call hours, and unpaid leaves of absence.

***Exempt staff accruals occur in days**; however, these are tracked in equivalent hours for record-keeping purposes (e.g., 15 days equals 120 hours for a standard 5-day/40-hour workweek). Accrual rates are prorated based on a percentage of full-time for exempt staff.

III. REQUEST FOR VACATION:

- A. **Approval:** Staff must obtain prior approval from their supervisors in order to use their vacation time. Under certain circumstances, such as business necessity, it may be appropriate for a supervisor to deny a staff member's request for vacation; however, the supervisor must plan for an alternative time with the staff member. In such case, the supervisor should explain the reason for the denial. For this reason, supervisors and staff are encouraged to plan vacation time with as much advance notice as possible.
- B. **FMLA:** If a staff member is eligible and requests vacation time for a reason covered under the Family and Medical Leave Act (FMLA), he/she should give at least 30 days written notice when foreseeable. If not, staff must give as much notice as is practicable as soon as possible. When such notice is given, such verifiable requests to use vacation time under the FMLA will be approved. (See [Leave Policy](#))

IV. USING VACATION TIME:

- A. **Hourly-Paid Staff:** Hourly-paid staff should report vacation time on their timesheet. Vacation time may only be used to compensate for regularly scheduled work time, including fractions of an hour. Staff

may not supplement their schedule with vacation time in excess of their regularly scheduled days or hours.

- B. **Exempt Staff**: The normal workday is defined by the department in terms of hours that the staff member is expected to be at work. Time away from the normal workday, as defined by the supervisor, is tracked to the appropriate accrual bank and is to be reported in no less than half-day increments. For example, when an exempt staff member misses half of the regularly scheduled workday, but less than the full regularly scheduled workday, one-half day of usage will be reported against the staff member's vacation accrual bank. Vacation balances and usage are reflected in hours on the following month's paycheck. Time missed that equals less than one-half of the regularly scheduled workday is not reported.

NOTE: Approval to change the normal workday schedule must meet the needs of the institution and be approved in advance by the staff member's supervisor. (Please refer to [Alternative Work Schedule Policy](#)). Managers are charged to use their best judgment in monitoring vacation leave reporting for exempt staff.

NOTE: Vacation time should be used within 12 months of being accrued. However, when this is not practical, the section on carry over will apply.

- C. **Carry Over Vacation**: A supervisor may require staff to use vacation within a year of its accrual; however, vacation time cannot be used before it is accrued. With supervisor approval, staff can accumulate a vacation balance including up to one year's accrual carryover, but the balance should never exceed two times the annual accrual rate. Beginning July 1, 2000, staff with a balance of two times the annual accrual rate or more will not accrue additional vacation.

Vacation balances may only be reduced by usage. Supervisors have the responsibility of ensuring that staff take the necessary time off, and cannot deny reasonable vacation usage by staff who reach the maximum.

- D. **Pay out of Vacation Time:** In keeping with the purpose of vacation, staff are not paid in lieu of using accrued vacation time, except for pay out of unused vacation time at end of employment. Any accrued vacation time will be paid in the last paycheck. Pay out of accrued vacation time does not extend any benefit coverage beyond the last day worked.

IV. GENERAL:

- A. If a designated holiday falls within a staff member's approved vacation it will be counted as a holiday, not as a vacation day.
- B. If an individual gets sick while on vacation that time will be counted as vacation time, not as sick time.
- C. To be eligible for vacation pay, staff must follow their approved schedule the week of the vacation.
- D. Senior exempt staff earn 22 days of vacation per year.

Approved on 3/24/98 by Darlene Lewis, Associate Vice Chancellor, Human Resources
Approved on 3/25/98 by William A. Jenkins, Vice Chancellor, Administration
Approved on 3/26/98 by Harry Jacobson, M.D. Vice Chancellor, Health Affairs

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