Vacation Leave # 1710.330

INITIAL EFFECTIVE DATE: July 2005
LAST REVISION DATE: April 29, 2021
RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT: Division of Human Resources
Employee & Labor Relations

POLICY STATEMENT

Employees shall accrue vacation leave in accordance with the table included in this policy.

Vacation leave earned during any pay period shall be credited to the employee on the last day of that pay period. During leaves of absence with pay, an employee shall continue to earn vacation leave credits.

An employee may carry over vacation leave from year to year up to the maximum amount reflected in the table. An employee cannot be paid for or accrue vacation leave in excess of the maximum vacation accrual rate.

Vacation leave must be approved by the supervisor prior to the employee taking the time off from work. The University’s operational needs shall be the basis for approving leave.

Vacation leave should be used to schedule sufficient time off for relaxation to promote good physical mental health; however, earned vacation leave may be used for any other purpose.

Regular part-time employees shall earn vacation leave in proportion to the hours paid during the pay period.

Once vacation leave has started, illness or injury that occurs during this time may not be transferred to sick leave unless the employee is hospitalized. Medical documentation must be provided to support the leave transfer.

After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount.

For Law Enforcement Personnel:

Vacations and regular days off shall be scheduled based on business necessity, seniority and employee preference, in this priority order. In implementing this provision, nothing shall
preclude the university from making reasonable accommodations for extraordinary leave requests or ensuring the fair distribution of leave during holidays.

### Non-Exempt Personnel

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Hours Accrued Per Pay Period</th>
<th>Maximum Accrual and Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>5 Hours</td>
<td></td>
</tr>
<tr>
<td>More than 5 years but less than 10 years</td>
<td>6 Hours</td>
<td></td>
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<tr>
<td>More than 10 years</td>
<td>7 Hours</td>
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<td></td>
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<td>250</td>
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</tbody>
</table>

### Exempt Personnel

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Hours Accrued Per Pay Period</th>
<th>Maximum Accrual and Payout Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>7</td>
<td>352</td>
</tr>
</tbody>
</table>

### SCOPE

This policy applies to all university employees.

### REASON FOR POLICY

To administer a uniform procedure of accruing and utilizing vacation leave.

### DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITIONS</th>
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<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
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ROLES AND RESPONSIBILITIES

Employees should request leave in accordance with the leave request process of their respective department. Supervisor will approve leave based on business necessity and in a timely manner.

RELATED RESOURCES

N/A

CONTACTS

Division of Human Resources
Payroll Administration, PC 224
Miami, FL 33199
Telephone: 305-348-4181

HISTORY

Initial Effective Date: July 2005
Review Dates (review performed, no updates): N/A
Revision Dates (updates made to document): April 29, 2021