

Vacation

Policy Number:

200.0

Effective Date:

09/1988

Revised Date:

04/2008

10/2009

Reference:

Arizona Board of Regents Policy 6-803 Vacation Leave

Eligible Classified Staff employees shall accrue paid vacation time each year for the purpose of rest and relaxation.

ELIGIBILITY

All Regular Classified Staff employees are eligible to earn and accrue vacation time. Part-time and temporary employees are not eligible to earn or be paid for vacation benefits.

Deleted: Although probationary Regular Classified Staff employees accrue vacation benefits from date of hire, they are not eligible to be paid for vacation benefits until they have successfully completed the six (6) months initial probationary period.

ACCRUAL

Eligible Regular Classified Staff employees, regardless of FTE, earn vacation hours based on the number of paid hours (up to 80) per pay period as indicated in this chart.

Length of Service	Maximum Hours Per 80-Hour Pay Period	Hours Per Hours Paid	Days Per Fiscal Year
First 2 years of continuous service	3.38	.042250	11
3rd and 4th years of continuous service	4.92	.061500	16

**5th year and thereafter of
continuous service**

6.77

.084625

22

Note: Regular Classified Staff employees employed on an academic year basis accrue vacation for the duration of the academic year up to 80 hours per pay period. Work performed outside of the academic year has no effect on vacation accrual.

The vacation accrual rate will change at the start of the third and fifth years of continuous service based on the (adjusted) hire date.

Regular Classified Staff employees may carry forward from one ~~calendar~~ year to the next up to one and one-half years' accrued vacation hours.

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Regular Classified Staff employees do not earn vacation hours while in an unpaid status.

REQUIREMENTS

1. Employees shall request approval in advance for the use of vacation. Supervisors are responsible for scheduling and approving vacation of their employees prior to actual absences, and shall accommodate employee requests to the extent that the workload and department requirements permit. The ~~supervisor's approval of the Employee Timesheet~~ constitutes approval of vacation for payroll purposes. Supervisors may develop departmental processes for requesting and approving vacation time.

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2. Prior to approving a request for vacation, it is the responsibility of the department head or designee to confirm that the employee has, or will have, the requested time available.

3. Vacation shall not be charged when official University holidays occur during a period of approved vacation.

TRANSFER/CHANGE OF STATUS/REHIRE

1. Employees who transfer from Regular Classified Staff status to any non-benefits eligible status shall use or be paid for accumulated vacation hours not to exceed the amount earned in one year by the currently employing department prior to the effective date of the transfer.

Should the employee transfer back to Regular Classified Staff status the employee shall retain the same rate of accrual provided there is no break in continuous University service.

2. When a Regular Classified Staff employee is promoted or transferred to a Regular Classified Staff position in another department, the department accepting the transferred employee assumes liability for vacation earned by the employee.

3. An employee hired by the University from the board office, another Arizona university or state agency within thirty (30) days of termination, and whose termination was not the result of disciplinary action, shall maintain service credit for vacation computation purposes. The employee is responsible for providing the employing department with documentation of his/her termination date and length of service used to determine the vacation accrual rate.

4. A rehired employee whose separation from the University has not exceeded twelve (12) months may, at the discretion of the hiring department, assume his/her previous vacation accrual rate.

TERMINATION

Eligible employees who resign, are laid off or are discharged shall be paid for accumulated vacation hours not to exceed the amount earned in one year. In the event an eligible employee dies, the employee's surviving spouse or personal representative, as designated on the court appointed document or on the affidavit of death, shall be paid all accumulated vacation hours. Payment of accumulated vacation hours shall be computed at the employee's compensation rate effective on the employee's last day worked, and made in the employee's final pay check.

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The employee's department is responsible for funding terminal vacation pay.