



# California Health Sciences University

## CHSU VACATION POLICY FOR STAFF, FACULTY & ADMINISTRATION

### **I. POLICY STATEMENT**

CHSU provides paid vacation time to eligible employees for personal use, such as rest, relaxation and renewal. Consistent with this objective, CHSU encourages employees to use their accrued vacation leave each year.

### **II. ELIGIBLE EMPLOYEES**

Eligible Employees for purposes of vacation benefits under this policy are defined as follows: full-time staff, full-time faculty, and full-time Administration ("Eligible Employees"). Full-time under this policy is defined as being regularly scheduled to work forty (40) hours or more per week. Employees who transfer from a part-time to a full-time position immediately begin to accrue vacation benefits at the start of employment with CHSU.

Part-time employees may be eligible for pro-rated vacation benefits on a case by case basis as approved in writing by the Office of the President, in consultation with the Office of Human Resources.

Adjunct faculty, part-time staff and temporary employees are not eligible for vacation benefits.

### **III. ACCRUAL OF VACATION**

An employee accrues vacation leave based on the type of appointment the employee holds and years of qualifying service. There will be separate rates of vacation accrual for the following categories of employees: (1) staff; (2) faculty; and (3) Administration, as those positions are defined in the CHSU policy on Employment Classifications. Employees holding dual roles at the University will accrue vacation at the higher rate of the two positions held. For employees who are under an employment contract and have contracted for an accrual rate different than what is provide in this policy, the contract shall control.

Years of service are calculated beginning on the employee's most recent employment date in a full-time position at CHSU. If the anniversary date is on or before the 15th of the month, the employee will begin accruing vacation at the new rate during the entirety of the employee's anniversary month. If the anniversary date is on or after the 16th of the month, the employee will begin accruing vacation at the new rate the following month. Overtime hours are not included for purposes of computing the amount of vacation leave accrued. Time served in temporary, adjunct or part-time positions are not counted in calculating an employee's vacation accrual rate. CHSU may in its sole discretion allow employees to receive service credit for years of employment



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outside of CHSU and, as a result, increase the employee's initial accrual rate.

Paid time off is accrued each pay period. Accrued vacation leave is credited and available for use on the next working day following each pay period. However, eligible separating employees earn proportional vacation leave through their last day in paid status.

Employees accrue vacation time in the following manner:

### A. Staff Accrual

<b>Years of Service</b>	<b>Hours Accrued Per Year</b>	<b>Days Accrued Per Year</b>	<b>Hours Accrued Per Pay Period</b>
> 1 year of service	40	5	1.67
1-2 years	48	6	2.00
2-3 years	56	7	2.33
3-4 years	64	8	2.67
4-5 years	72	9	3.00
5-6 years	80	10	3.33
6-7 years	88	11	3.67
7-8 years	96	12	4.00
8-9 years	104	13	4.33
9-10 years	112	14	4.67
10+ years	120	15	5.00

### B. Faculty Accrual

Faculty accrue twenty (20) days (i.e., 160 hours) of vacation per fiscal year irrespective of the number of years the faculty member has been employed by CHSU. Thus the accrual per pay period is 6.67 days for all faculty members.

### C. Administration Accrual Rate

<b>Years of Service</b>	<b>Hours Accrued/Year</b>	<b>Days Accrued/Year</b>	<b>Hours/Pay Period</b>
> 1 year of service	80	10	3.33
1-2 years	88	11	4.19
2-3 years	96	12	4.00
3-4 years	104	13	4.33
4-5 years	112	14	4.67
5-10 years	120	15	5.00
10+ years	160	20	6.67



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### IV. VACATION LEAVE ACCRUAL DURING LEAVES OF ABSENCE

An employee continues to accrue vacation leave while on a CHSU-paid leave of absence including but not limited to: sick leave, vacation and work time. However, employees do not accrue vacation during any unpaid leave of absence.

### V. PROCEDURES FOR REQUESTING VACATION AND USE OF VACATION LEAVE

Employees are required to coordinate their vacation leave in advance with their supervisor to ensure that their absence does not conflict with the needs of the University. All vacation leave must be approved in advance by the employee's supervisor. An employee may not use vacation leave before it is accrued, except as authorized by the Office of Human Resources.

In order to take time off pursuant to this policy, employees must complete a vacation request and submit it to their supervisor at least one (1) week before the scheduled time off. For time off requests lasting more than three (3) days, Eligible Employees must submit their request at least four (4) weeks in advance unless otherwise approved by their supervisor. However, in all cases, employees are encouraged to identify which days they will take off with as much advanced notice as possible. Faculty are encouraged to identify which days they will take off at the beginning of each fiscal year to insure minimal disruption to the learning environment.

Supervisors will review the time off request and make a determination regarding whether the requested time off will be approved, partially approved, or rejected. The Supervisors may consider the following factors in making such decision:

- A. whether the employee's performance will be adversely impacted by the time off;
- B. whether the employee's time off will negatively impact CHSU operations;
- C. whether other team members with similar or complementary duties have already received approval for time off during the same time period; and
- D. whether the time requested falls during an inappropriate time of year for the employee to take off as a result of work flow, deadlines, the need for the employee to be available on campus or off-site (e.g., such as when precepting students or during final exams).

Generally, supervisors are expected to respond to requests on a first-come, first-serve basis. Eligible Employees should coordinate with their team members to ensure fairness and efficiency. Eligible Employees will be required to communicate and collaborate with their team to ensure everyone has the ability to take time off without disrupting CHSU operations.



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After an Eligible Employee's time off request is approved, it is the employee's responsibility, together with the employee's supervisor, to plan to appropriately delegate, postpone, or otherwise manage work responsibilities that will be affected during the time the employee is taking vacation.

The University in its sole discretion may require Eligible Employees to take their accrued and unused vacation. However, the University's preference is to have employees schedule and plan their own vacation time. To the extent Eligible Employees are having difficulty scheduling time away from work they are encouraged to discuss this with their supervisor or the Office of Human Resources.

If CHSU holidays fall during an employee's vacation period, no vacation time will be deducted during CHSU holidays.

An employee on an unpaid leave of absence may not use their vacation leave on an intermittent basis for the purposes of eligibility for paid holidays. Employees separating from employment may not use vacation leave after their last day of work unless authorized in advance by the Office of Human Resources.

### **VI. MAXIMUM VACATION LEAVE ACCRUAL LIMIT ("CAP")**

Vacation may be accrued until an employee's vacation accrual reaches 1.1 times the maximum permitted annual accrual ("Cap"). Once an employee reaches the Cap, no additional vacation leave may be accrued until the employee's vacation leave balance falls below the Cap.

### **VII. VACATION LEAVE RATE OF PAY; SEPARATION FROM CHSU**

Pay during vacation is at the employee's rate in effect at the time the leave is taken, not the rate of pay in effect when the vacation leave was accrued. An employee will be paid for any unused vacation leave upon separation of employment as required by law.

### **VIII. TRANSFER OF ACCRUED VACATION LEAVE UPON CHANGE OF POSITION**

Any accrued vacation leave will be transferred upon an employee's reassignment, promotion or demotion from one University position to another. The rate of pay for such vacation leave will be at the employee's rate of pay in effect at the time the leave is taken.

### **IX. INTERACTION WITH LEAVES OF ABSENCE POLICY; DONATING VACATION**

Eligibility for time off for employees for a leave of absence is determined by CHSU's Leaves of Absence policy. This vacation policy does not affect time off taken for reasons covered by CHSU's Leaves of Absence policy, including, but not limited to: sick leave, family and medical



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leave provided by California or federal law, pregnancy disability leave, military leave, bereavement leave, jury duty or to appear as a witness in court, or organ and bone marrow donation leave. Time off under the Leaves of Absence policy may be paid or unpaid, as provided for in that policy.

Donations of vacation time to other employees under CHSU's donated leave program will be governed by the donated leave program policies.

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- Policy Owner: Human Resource
  - Effective Date: 10/18/2017
  - Revised Date: 10/18/2017
  - Approval by President Date: 10/18/2017
  - Approval by Provost Date: 10/18/2017