

Applicability: Employee classes 01, 02, 04, 06 and 16	Effective Date: March 12, 2006	Approved By Signature on file Anthony J. Catanese, President	Page: 1 of 3
---	--	---	------------------------

A. ADMINISTRATIVE PROCEDURE

All vacations must be requested and approved in advance subject to university needs. Unused vacation may be carried over to the next fiscal year but the amount of accumulated vacation leave cannot exceed three times the maximum accrual amount stated in this policy for each employee category as detailed in Section B(5) of this procedure. Vacation leave that is earned but not taken that exceeds three times the maximum accrual amount on the last day of the last full pay period in the university fiscal year will not be carried over to the next fiscal year and will be lost.

1. To avoid loss of vacation leave, it is the responsibility of the employee to request and schedule vacation so that three times the maximum accrual amount will not be exceeded at the end of the last full pay period in the fiscal year.
2. Upon separation from the university, an employee will be paid his/her actual vacation leave balance up to a maximum of two times the maximum accrual amount even if the employee's actual vacation leave balance exceeds two times the maximum accrual amount. Payment of accrued vacation is discussed in Section B(10).
3. It is the responsibility of the employee to request and schedule vacation far enough in advance to permit the department to adjust its operational schedule to provide necessary coverage.
4. Requests for vacation leave are subject to review and approval of the immediate supervisor. Whenever practicable, the employee's preference will be respected.
5. Department heads, through the supervisors, will ensure that every employee is provided an opportunity to schedule and use vacation leave.
6. Department heads may designate specific times of the year when vacation requests are not normally approved. With the concurrence of the Director of Human Resources, the department head must notify all employees, in writing, of the dates when leave usage will not normally be approved. Written notification to employees must be provided, at a minimum, at the beginning of each fiscal year.

B. DEFINITIONS AND PROCEDURES

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 04, 06 and 16. See the *Employee Class Policy* for an explanation of the employee classes.
2. Vacation leave begins accruing from the date of hire and is computed each pay period based upon the length of service, and the number of hours the employee is paid in the pay period. An employee rehired by the university after a break in service is subject to the service requirements detailed in Section B(5) of this policy unless rehired under the provisions of the *Reinstatement Policy*.
3. Employees may take any part of their accrued vacation leave after completion of one calendar month of employment in an eligible employee class, subject to the operational needs of their department. As a wage replacement benefit, salaried/exempt employees will use vacation leave in half-day increments.
4. Earned vacation leave may be used, at the employee's option, in conjunction with workers' compensation, short term disability, or long term disability payments while the employee is receiving any of these benefits. In no case may the combination of vacation leave with workers' compensation benefits, short term disability benefits or long term disability benefits exceed 100% of the employee's regular pay.
5. Accrual rates are as follows:
 - a. Executive payroll maximum

Service Requirement	Annual Accrual Rate	Maximum Accrual	Maximum Roll
From the date of employment	20 days (160 hours per year; 13.333 hours per month)	160 hours	480 hours

- b. Exempt employees including 12-month faculty and research professionals*

Service Requirement	Accrual Rate	Maximum Annual Accrual	Maximum Roll
0 to end of 3rd year	15 days (120 hours per year; 4.615 hours per pay period)	120 hours	360 hours
Start of 4th year	20 days (160 hours per year; 6.154 hours per pay period)	160 hours	480 hours

**Research Professional employees must use their vacation leave accruals during the life of the contract or grant. Available balances will not be carried to a new contract or grant or paid upon separation without the approval of the Provost.*

- c. Non-exempt employees

Service Requirement	Accrual Rate	Maximum Annual Accrual	Maximum Roll
0 to end of 3rd year	10 days (80 hours per year; 3.077 hours per pay period)	80 hours	240 hours
Start of 4th through end of 14th year	15 days (120 hours per year; 4.615 hours per pay period)	120 hours	360 hours
Start of 15th year	20 days (160 hours per year; 6.154 hours per pay period)	160 hours	480 hours

6.
 - a. Regular part-time employees (those authorized to work 30 or more hours per week) accrue vacation leave according to the schedule above but on a pro-rata basis according to the hours paid in the pay period.
 - b. Part-time employees (those authorized to work less than 30 hours per week) do not earn vacation leave. Service as a part-time employee does not count if an employee transfers to an employment category that is eligible for vacation leave accruals as detailed in Section B(7).
 - c. Temporary employees do not earn vacation leave.
7.
 - a. An employee's service in one category of accrual will count towards service in another category of accrual, as detailed in Section B(5). For example, if a non-exempt employee with five years of service transfers to the exempt category of accrual, he/she will begin accruing at the biweekly rate of 6.154 hours immediately. He/she is not required to serve in the exempt accrual category for two years before the higher accrual becomes available since time served in the non-exempt category of accrual counts toward the service requirement. In the event an employee transfers to a position that has a greater service requirement than his/her current position, the employee's accrual will be reduced to the accrual rate for the position with the greater service requirement. For example, if an exempt employee with six years of service (accruing 6.154 hours per pay period) transfers to a position assigned to the non-exempt category of accrual, his/her accrual will drop to 4.615 hours per pay period because non-exempt employees do not earn 6.154 hours of vacation leave until the start of their fifteenth year of service.
 - b. Service in a non-accrual category will count towards service if an employee transfers to a position in an accrual category except as excluded under Sections 6(b) and 6(c). For example, a nine-month faculty member with five years of service who transfers to a position as an Academic Department Head will begin accruing at the biweekly rate of 6.154 hours immediately. He/she is not required to serve in the exempt category for three years before the higher accrual becomes available since service as a nine-month faculty member counts towards the service requirement.
8. During a fiscal year, vacation leave may be accumulated that exceeds the maximum accrual shown in the above schedules; however, at the end of the last complete pay period in the university's fiscal year, the amount of vacation leave that may be carried over to the new fiscal year is limited to three times the maximum annual accrual shown in the above schedules. The maximum amount of vacation leave that may be carried over is indicated as "Maximum Roll" hours as detailed in Section B(5).
9. Advanced vacation, vacation in excess of that which has been accrued, is only authorized in exceptional circumstances as approved by the President.

10. The payment of accrued vacation in lieu of taking vacation is not allowed, except at the time of separation and providing:

- a. the employee completed six months of continuous service; AND
- b. the employee provided adequate notice of resignation (a minimum of ten working days).

As detailed in Section A(2), an employee will be paid his/her actual vacation leave balance up to a maximum of two times the maximum accrual amount even if the employee's actual vacation leave balance exceeds two times the maximum accrual amount.

For the purpose of this section, separation will include movement from an employee class that is eligible for vacation leave to an employee class that is not eligible for vacation leave. For example, a 12 month faculty member (eligible for vacation leave) who converts to nine month faculty member status (not eligible for vacation leave) will receive payment for his/her accrued vacation leave balance.

Florida Tech reserves the right to conduct a timely and complete audit of leave records before payment of accrued vacation leave is made.

11. Employees on leave of absence without pay maintain vacation leave already accrued but do not accrue additional hours while on leave of absence.

C. CONTRACT OR GRANT FUNDING

1. Any employee, regardless of employee class, funded entirely by external contracts or grants must use all vacation leave accrued while funded by the external contract or grant during the life of the external contract or grant.
2. In the event an employee whose salary is initially funded by internal (university) resources transfers to a position funded by external contracts or grants, leave accrued while funded by internal resources will roll to the contract or grant.
 - a. The employee must use vacation leave accrued while funded by external contracts or grants during the life of the contract or grant.
 - b. Vacation leave accrued while funded by internal (university) resources may be:
 - i. Rolled to a new external contract or grant; or
 - ii. Rolled to a position funded by internal (university) resources; or
 - iii. Paid upon separation from the university if all other conditions for payment of vacation leave upon separation detailed in Section B(10) are met.
3. In the event an employee's initial appointment with the university is funded by external contracts or grants, and the employee later transfers to a position funded by internal (university) resources, accrued vacation leave will be rolled to the new internally funded position.
4. In the event an employee's initial appointment with the university is funded by external contracts or grants, and the employee later transfers to a position funded by a different external contract or grant, accrued vacation leave will be rolled to the new externally funded position only if approved by the Provost. Leave not rolled between external funding sources will be lost.