

Vacation for Exempt (Salaried) Staff Policy

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SECTION I. PURPOSE

This policy establishes consistent guidelines for use of vacation by exempt staff.

SECTION II. SCOPE AND APPLICABILITY

Regular full-time and part-time salaried staff (i.e., exempt staff) and term salaried staff appointments with an FTE that is greater than or equal to .625 ($\geq .625$ FTE) are eligible for vacation starting on their first day of employment. Faculty, non-exempt (hourly) staff, temporary, on-call and student workers are not eligible for vacation. Hourly staff should refer to the PLT policy. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. VACATION

- Vacation is based on consecutive years of service and FTE (full-time equivalency) rounded up. If you experience a break in service of more than 12 months, your prior years of service are not included.
- Vacation allocations are made annually on July 1, the beginning of a fiscal year. Vacation days not used by the end of a fiscal year, June 30, are forfeited or lost.
- Taking time off for reasons other than approved absences is a violation of University policy and will be considered a performance issue. Scheduling of vacations must be approved by your supervisor.
- The University does not recognize and does not permit the practice of taking “comp time” as a reward for extra hours worked.
- For regular full-time salaried staff, vacation days are allocated according to the guidelines below. For regular part-time salaried staff, vacation days are prorated based on consecutive years of service and FTE (full-time equivalency) rounded up. For example, a salaried staff employee with less than 12 years of consecutive service at .625 FTE will receive 15 vacation days. Vacation allocation for newly eligible employees is also prorated based on their employment start date. For example, a regular full-time salaried staff employee who starts employment in October will receive 15 vacation days for the remainder of the fiscal year whereas a regular part-time employee with .625 FTE who starts employment in October will receive 10 vacation days.

Length of Consecutive Service as of July 1	Vacation Earned
Less than 12 years	20 days per year
12 years and over	25 days per year

- If there is a break of service of more than 12 months, the length of service as of July 1 is calculated based on the employee's adjusted hire date.
- Regular salaried staff may not use vacation days in less than whole-day increments.
- Regular salaried staff must electronically record vacation time taken through Employee Self Service (Murphy Online). If you have any questions on how to record vacation time electronically, refer to How to Report Time Off under the Vacation/Sick and Safe Time Reporting Menu (Murphy Online) or contact the Benefits Office.
- Employees with 9-month, 10-month or 11-month contracts may use available vacation days to pay for their premiums during the months they are not scheduled to work.
- Regular salaried staff of the University are eligible to be paid up to five (5) days of unused vacation days upon termination of employment. Payment for unused vacation is processed as soon as administratively possible following the last day of employment.

For questions regarding vacation, contact the [Benefits Office](#) at benefits@stthomas.edu or 651-962-6520.