



Texas Christian University Policy

Policy Number: 6.001 Subject: Vacation - Exempt and Non-Exempt Staff
Effective Date: January 1, 1999 Revised: June 1, 2007

I. Purpose

Vacations with pay are granted to eligible staff for the purpose of freeing them from regular duties to spend time in rest and recreation. For this reason, staff may not take salary in lieu of vacation or choose leave without pay while maintaining a vacation accrual.

II. Eligibility

All exempt and nonexempt staff employed in regular positions who work half-time or more are eligible for vacation, unless specifically excluded by employment contract. Persons who work on temporary staff or in regular positions of less than 50% FTE are not eligible for any paid vacation. Faculty does not accrue vacation time.

Exempt Staff

Table with 2 columns: Time Worked, Vacation Earned Per Year. Row 1: Full-time (40 hours per week, 12 months per year) | 22 working days

Non-Exempt Staff

Table with 2 columns: Time Worked, Vacation Earned Per Year. Row 1: Full-time (40 hours per week, 12 months per year) with fewer than 10 years continuous service with the University | 12 working days. Row 2: Full-time (40 hours per week, 12 months per year) with 10 or more years continuous service with the University | 20 working days

III. Procedures

- 1. Vacation hours accrue monthly on a pro-rata basis in proportion to the amount of time worked. Staff who work a partial year accrue vacation on the same basis as 12-month staff during the months they work.

2. Vacation hours accrue on the first of each month. Eligible staff members who begin work on the 15th of the month or before will accrue vacation hours for that month. Eligible staff members who begin work after the 15th of the month will begin accruing vacation on the first of the month following their hire date. The maximum number of days that may be accumulated is the amount earned in one and one-half years.
3. Previous years of service for re-employed nonexempt staff will be included in the determination of accrual rate of vacation if the staff member is re-employed within one year of separation of employment.
4. University operations normally govern vacation periods. Vacations will be scheduled by the department head with consideration given to departmental needs and staff member's preference.
5. Department heads or supervisors should make tentative departmental vacation schedules one year in advance. Each department supervisor is responsible for insuring that:
 - vacations are scheduled and taken in accordance with this policy, and
 - proper time records are maintained according to the Fair Labor Standards Act, including the accrual and use of vacation.
6. It is a common control that employees working in positions that deal heavily with financial records, cash, accounts payable, personnel, and payroll are required to take vacation over extended periods in order to create the opportunity to surface activities which might otherwise remain undetected. Therefore, staff members who work in the above noted roles, or staff with significant purchasing authority, and members of the Chancellor's Cabinet are required to take one vacation period of no less than five consecutive working days each fiscal year. During this five consecutive vacation day period, the employee on vacation may not contact the University and its employees for work purposes through any means including University email.
 - To allow accrual of adequate vacation time, new employees may delay compliance until the fiscal year that begins the calendar year following date of hire. (For example, an employee who is hired in 2006 must take a vacation period of at least five consecutive days beginning with the 2008 fiscal year.)
 - It will be the responsibility of department heads or supervisors to notify staff members who are promoted or transferred into positions with this requirement.
 - University holidays and weekends do not count toward satisfying the consecutive five days. If a holiday falls during the vacation period, the staff member must extend time off to use a total of five vacation days.

- Sick leave for a period of five consecutive days may be used to comply.
7. Scheduling and taking vacation in advance of accrual is not authorized. Time off without pay is the appropriate way to accommodate an emergency request.
 8. When a University holiday occurs during a vacation, the holiday will not be counted as a day of vacation.
 9. Staff members may use sick leave for illness or disability occurring while on vacation upon submission of proof of admission to a hospital during that period. In such cases, the vacation leave may not extend beyond the originally approved date. The unused portion of the vacation leave will remain in the staff member's vacation accrual for use at a future time.
 10. A staff member who has no sick leave available may apply any accrued vacation benefits to time off, with pay, during an illness.
 11. Terminating staff members will be paid for accrued vacation provided the term of continuous employment has been at least six months, unless specifically excluded by employment contract. Supervisors will review vacation accruals and verify that all leave taken has been submitted to payroll prior to vacation payoff.

IV. Administrative Responsibility

The Human Resources Department is responsible for administering and interpreting this policy.

V. Forms

Vacation/Sick Leave Authorization forms are required to be processed through payroll each month as vacation is taken. Submit forms by the 20th of each month for payroll processing. Failure to do so is a violation of TCU policy.

Mandatory Five Day Vacation Requirement Compliance Verification forms are required to be submitted to payroll when the mandatory vacation requirement is completed. Failure to do so is a violation of TCU policy.