Vacation Leave Policy

Updated June 23, 2020

Introduction & Eligibility

The following vacation policy will be applicable to all regular full- and part-time hourly and salaried employees of the College[[1]](#footnote-1) (hereinafter, “vacation eligible employees” or “employees”). This policy supersedes any and all other College vacation policies or practices previously in effect, including without limitation those reflected in Holy Cross & You, the College’s *Temporary Policies Governing Pay and Use of Accruable Paid Leave During COVID-19 Emergency Through End of FY2020*, and any other College webpage or publication.[[2]](#footnote-2)

Accruals

Effective July 1, 2020, and for the duration of fiscal year 2021 (i.e., July 1, 2020, to June 30, 2021), for each completed month of service in which you were in a pay status, you will accrue paid vacation that you are eligible to use as soon as it is accrued. However, newly hired, or newly eligible, employees may not use accrued vacation until they have completed 90 days of eligible employment.

Your vacation accrual rate will depend on whether your position is classified as exempt (salaried) or non-exempt (hourly), whether it is part-time or full-time, and your years of continuous service with the College. For employees working less than 40 hours/week and 52 weeks/year, accruals are prorated based on your regularly scheduled hours and weeks of work.[[3]](#footnote-3)

Applicable accrual rates are set forth below.

Vacation Accrual for Non-Exempt Employees

Non-exempt full-time employees accrue vacation at the rate of .83 days per month of completed service (i.e., up to 10 days per year). After seven years of continuous service, the monthly vacation accrual rate increases from .83 days to 1.25 days for each month of service (i.e., up to 15 days per year). After 15 years of continuous service, the monthly vacation accrual increases from 1.25 days to 1.66 days for each month of service (i.e., up to 20 days per year).

Non-exempt part-time employees accrue vacation at the rate of .42 days per month of completed service (i.e., up to 5 days per year). After 5 years of completed service, the monthly vacation accrual rate increases from .42 days to .83 days for each month of service (i.e., up to 10 days per year).

Vacation Accrual for Exempt Employees

Exempt employees accrue vacation at the rate of 1.66 days per month of completed service (i.e., up to 20 days per year).

Maximum Accruals and Caps

Employees may accrue vacation until they reach their maximum cap, which is equal to the amount of vacation they are eligible to accrue in one year. For example, all full-time exempt employees and those full-time non-exempt employees with 15 or more years of service are eligible to accrue twenty (20) days of vacation each year, so the maximum cap for these two groups of employees is twenty (20) vacation days. Likewise, full-time non-exempt employees with 7-15 years of service accrue fifteen (15) days of vacation per year, and those with less than 7 years of service accrue ten (10) days of vacation per year. The maximum cap for vacation accruals is therefore fifteen (15) days for full-time non-exempt employees with 7-15 years of service and ten (10) days for full-time non-exempt employees with less than 7 years of service.

Part-time non-exempt employees who are scheduled to work a minimum of 20 hours per week, 40 weeks per year with five or more years of service accrue ten (10) days of vacation per year, and those with less than five years of service accrue five (5) days of vacation per year. Accordingly, maximum caps for these two groups of part-time non-exempt employees are ten (10) days and five (5) days of vacation, respectively.

If and when your accrued vacation balance reaches your maximum cap, you will not accrue further vacation until you use some accrued vacation and thus draw down your vacation balance below the maximum cap. Once the amount of your accrued vacation is below the maximum cap, you will continue to accrue vacation at your applicable accrual rate until you again reach the maximum cap. Vacation accrued under this Policy is never forfeited or lost due to the passage of time or the end of the fiscal year; thus, there is no need for annual carry-over or roll-over.

This policy is intended to encourage employees to take vacation from time to time before or when their accrued vacation reaches the maximum cap. The College encourages all employees to take advantage of their vacation time throughout the year to rest, rejuvenate, and spend time with their family and friends.

Requesting, Approvals, Tracking & Usage

Vacation is scheduled at your request, provided departmental staffing and workload permit and approval is given by your supervisor or department head. When requesting vacation time, you should give your supervisor as much advance notice as possible, and you must have your supervisor’s or department head’s approval before taking time off. If your position is scheduled to work less than 52 weeks during the year, your vacation time must be taken within the budgeted weeks allotted to your position. For example, an employee who holds a 40-week/year position that is scheduled for work only during academic terms cannot take vacation during the summer months in between academic terms.

It is the responsibility of supervisors to approve and track the usage of employee vacation time, by entering it into the Kronos system or appropriately delegating such entry and ensuring it occurs. Employees who are themselves supervisors must have their leave approved by their supervisor (the Department Head, Director, or Vice President, as appropriate).

Once vacation time has been requested and approved it cannot be changed for reasons such as employee illness, bereavement, or because of a College closing. When a traditional or floating holiday falls during time requested as vacation, the time is charged to the holiday and not counted as vacation.

Effects of Policy Transition on Existing Accrued Vacation

In connection with transitioning away from the College’s prior vacation policy (effective through June 30, 2020) and the vacation use and draw-down requirements of the College’s *Temporary Policies Governing Pay and Use of Accruable Paid Leave During COVID-19 Emergency Through End of FY2020* (also effective through June 30, 2020), the following policies will apply for fiscal year 2021 only.

Consistent with the College’s prior vacation policy, if you have vacation that was available for use in fiscal year 2020 (i.e., July 1, 2019 to June 30, 2020) but that remains unused as of June 30, 2020 (“Unused FY2020 Vacation”), you will be permitted to carry over up to one week (i.e., 5 days) of such Unused FY2020 Vacation. This carried-over Unused FY2020 Vacation will be added to your total vacation balance, even if this causes the amount of your vacation to exceed your maximum cap. You will be permitted to carry this excess balance until you take vacation and draw down your balance. Only once your accrued vacation balance is below the maximum cap will you recommence accruing vacation at your applicable accrual rate until you again reach your maximum cap.

Notwithstanding the vacation use and draw-down requirements of the College’s temporary policies ending June 30, 2020, you may have unused vacation that you accrued in fiscal year 2020, which would have been available for use in fiscal year 2021 under the College’s prior vacation policy (“Unused FY2021 Vacation”). Any and all Unused FY2021 Vacation you may have will continue to be available for use in FY2021 or beyond, but further accruals will be subject to the maximum cap, as discussed above.

Due to the vacation use and draw-down requirements of the College’s temporary policies ending June 30, 2020, you may have less than one week (i.e., 5 days) of Unused FY2021 Vacation or a negative vacation balance as of July 1, 2020. If so, during fiscal year 2021, you may make one (1) request for approval from your supervisor and Human Resources to receive an advance on vacation before it would otherwise be accrued. The amount of advance vacation requested may not exceed the lesser of: (i) one week (i.e., 5 days); or (ii) one week (i.e., 5 days) minus the amount of Unused FY2021 Vacation you have in your balance. Advances on vacation that are approved in this manner will be deducted from your vacation balance and you must eliminate any negative balance and achieve a positive balance through the normal process of monthly vacation accrual before further vacation may be requested and used.

Vacation Payout at Separation from Employment

When you separate from employment with the College, you will be paid for accrued vacation that is unused as of the date of separation, consistent with applicable law.

1. This Policy does not apply to Faculty or to Student Employees. [↑](#footnote-ref-1)
2. The College reserves the right to amend or discontinue this Policy at any time. [↑](#footnote-ref-2)
3. For example, a full-time non-exempt employee with 15 years of service and a regular work schedule of 40 hours/week and 52 weeks/year has an annual accrual rate of 160 hours (i.e., twenty (20) 8-hour days). A full-time non-exempt employee with 15 years of service and a regular work schedule of 32 hours/week and 40 weeks/year would have an annual accrual of 98.46 hours, which is 160 hours prorated for the reduced schedule of hours and weeks. Vacation accruals for exempt employees who are scheduled to work less than 40 hours/week and 52 weeks/year are likewise prorated, irrespective of whether the employee’s actual work hours may fluctuate from week to week. [↑](#footnote-ref-3)