

LOYOLA MARYMOUNT UNIVERSITY
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: Administration/Human Resources	
SUBJECT: Vacation	Page 1 of 3
Policy Number:	Supersedes: Vacation
Effective Date: 1/1/17	Previously Issued: 12/15/15

1. STATEMENT OF POLICY:

Vacation is a time for staff members to rest, relax and pursue special interests. The University provides paid vacation as one of the many ways by which it shows its appreciation for loyalty and continued service. The University provides paid vacation for all eligible staff members in proportion to the time they have worked each year and in accordance with their length of service and, for exempt staff members, salary grade.

2. POLICIES/PROCEDURES:

Eligibility for Accrual of Vacation - Staff

Full and part-time, regular and term staff members are eligible to accrue vacation.

Cap on Vacation Accrual

A staff member's total accrued vacation may not exceed an amount equal to twice the annual maximum accrual (see the accrual schedules below). The staff member will cease accruing vacation once this maximum has been reached. The staff member will resume accruing vacation once the staff member's accrued vacation falls to an amount below the maximum accrual amount.

Vacation Accrual and Limits

A full-time, regular staff member accrues vacation per pay period in an amount that is based upon his/her salary grade or certain, pre-determined job classifications, date of hire and each anniversary of that date. The vacation accrual schedules for all full-time, regular staff members are below.

EXEMPT STAFF (Grade 13 or Above)		
Accrual Per Pay Period	Maximum Annual Accrual	Maximum Total Accrual
6.769 hours	176 hours	352 hours

EXEMPT STAFF (Grade 12 or below)			
Length of Service	Accrual Per Pay Period	Maximum Annual Accrual	Maximum Total Accrual
0 through 59 months	4.615 hours	120 hours	240 hours
60 months or more	6.769 hours	176 hours	352 hours

NON-EXEMPT STAFF			
Length of Service	Accrual Per Pay Period	Maximum Annual Accrual	Maximum Total Accrual
0 through 59 months	3.077 hours	80 hours	160 hours
60 through 179 months	4.615 hours	120 hours	240 hours
180 months or more	6.154 hours	160 hours	320 hours

A full-time, term staff member accrues vacation at the same rate as a full-time, regular staff member. The maximum annual vacation accrued and the maximum total accrual for full-time, term staff members is based on the number of months he/she works per year, prorated using the above schedule.

A part-time, regular or part-time, term staff member accrues vacation based on their FTE designation and prorated using the above schedule.

Vacation is accrued only during the first 12 weeks of a leave of absence. Vacation is not accrued during a temporary layoff (including summer layoff and layoff for term staff members), nor during a personal leave.

By law, once vacation has been accrued, it cannot be taken away by the University.

Use of Vacation

Supervisors should encourage staff members to take vacation during the year in which it was accrued so that:

- The staff member takes time off to rest and relax;
- Vacation accruals are kept under the maximum annual limit.

Use of vacation is subject to supervisor approval. Vacation schedules should be developed so that adequate work coverage and customer service requirements can be met.

For non-exempt staff members, the minimum amount of vacation that can be deducted is one hour. After the first hour of vacation has been deducted on a single workday, non-exempt staff members can deduct vacation in increments of one quarter hour (e.g., .25, .5, .75.) For exempt staff members, vacation will be deducted in full-day increments.

A staff member will not be charged for a vacation day for any University holiday that falls during his/her vacation time, provided the he/she is otherwise eligible for the paid holiday.

A staff member may not receive vacation pay in lieu of taking vacation time off. Under extraordinary circumstances, a staff member may, by written request to Human Resources, request that he/she receive pay in lieu of taking time off. The decision to grant such a request is reviewed with division leadership and approved at the sole discretion of the appropriate Executive or Senior Vice President.

Vacation pay is calculated on a staff member's base pay at the time vacation is taken. A proportionate calculation is made if the staff member has worked less than full-time for a portion of the vacation accrual period.

Duty-Free Vacation

Vacation time is for the rest and relaxation of the staff member and should be completely duty-free. Accordingly, the University does not require nor expect any staff member, exempt or non-exempt, executive or not, to work or be generally available during vacation. This means the University does not require nor expect any staff member to call into work, to be available for calls, to check emails, voicemails, or any other electronic or communications systems, or work in any other manner during vacation.

Procedure

A staff member should submit a vacation request to his/her supervisor at least 30 days prior to the date the vacation will begin. Failure to provide 30 days advance notice may result in denial of the vacation request.

The Payroll Office maintains the official records of vacation accrual and use for staff members. Vacation accrual is also noted on the staff member's payroll check.

Use of vacation is recorded on staff member's University designated time-keeping record.

Upon separating from the University, a staff member will receive pay for accrued, unused vacation. Upon receipt of the PAF, the Payroll Office will calculate any pay due the staff member for unused vacation and include it in the staff member's final paycheck.