The vacation time off program provides employees with a time off allotment based on their employee classification and years of eligible service.

To provide guidelines for the accrual, use and reporting of vacation time.

All employees eligible for benefits with the exception of Residents, Post Doctoral Fellows and certain Correctional Health employees who are covered under separate vacation policies. To clarify if portions of this Policy are covered by a collective bargaining agreement, contact your Human Resources Consultant.

Family and Medical Leave Policy 06.01.02
Leaving The University Policy 06.04.10
Sick Leave Bank Policy 06.01.09
Transfer of Service To/From UMass Medical School Policy 06.01.12
Residents Personnel Policies
Post-Doctoral Personnel Policies
Scope

A. GENERAL GUIDELINES

1. Vacation time is accrued each pay period on paid straight time up to a maximum of an employee's regularly scheduled hours. Vacation time is available for use as soon as it is awarded.

2. A new employee will receive his/her first vacation award the pay period following employment.

3. Accruals are based on years of eligible service and overtime status.

B. VACATION ACCRUAL FOR NONEXEMPT EMPLOYEES

1. A full-time nonexempt employee is eligible to accrue vacation in accordance with the following schedule:

<table>
<thead>
<tr>
<th>LENGTH OF ACCRUAL SERVICE (months)</th>
<th>ACCRUED BI-WEEKLY (hours)</th>
<th>ACCRUED ANNUALLY (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 53</td>
<td>3.07</td>
<td>80</td>
</tr>
<tr>
<td>54 - 113</td>
<td>4.61</td>
<td>120</td>
</tr>
<tr>
<td>114 - 233</td>
<td>6.15</td>
<td>160</td>
</tr>
<tr>
<td>234 +</td>
<td>7.69</td>
<td>200</td>
</tr>
</tbody>
</table>

2. A part-time employee is eligible to accrue a pro-rata number of hours of vacation in accordance with the schedule and his/her percentage of scheduled hours.

3. An employee on unpaid leave for maternity will receive vacation accrual for up to the first eight weeks following the birth of the child upon her return.

C. VACATION ACCRUAL FOR EXEMPT EMPLOYEES

1. A full-time exempt employee is eligible to accrue vacation in accordance with the following schedule:

<table>
<thead>
<tr>
<th>LENGTH OF ACCRUAL SERVICE (months)</th>
<th>ACCRUED BI-WEEKLY (hours)</th>
<th>ACCRUED ANNUALLY (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 59</td>
<td>6.15</td>
<td>160</td>
</tr>
<tr>
<td>60 - 119</td>
<td>6.46</td>
<td>168</td>
</tr>
<tr>
<td>120 - 239</td>
<td>6.76</td>
<td>176</td>
</tr>
<tr>
<td>240+</td>
<td>7.07</td>
<td>184</td>
</tr>
</tbody>
</table>

2. A part-time employee is eligible to accrue a pro-rata number of hours of vacation in accordance with the schedule and his/her percentage of scheduled hours.

3. An employee on unpaid leave for maternity will receive vacation accrual for up to the first eight weeks following the birth of the child upon her return.
D. MAXIMUM ACCRUAL

1. Until June 12, 2012 a nonexempt or exempt employee may accrue up to the maximum accrual cap of three hundred and twenty hours (forty days) of vacation time.

2. The vacation cap will be reduced according to the following schedule by forty hours per year until the maximum accrual cap of two hundred and forty hours is reached.
   - June 30, 2012: 280 hours (thirty five days)
   - June 30, 2013: 240 hours (thirty days)

E. USE OF VACATION TIME

1. Employees must request approval to use accrued vacation time in accordance with department policy.

2. Vacation time must be reported in accordance with departmental policy and payroll guidelines.

3. Failure to provide proper notification may result in the absence being recorded as unpaid time off.

4. Vacation time may be taken in increments of fifteen minutes.

5. Vacation hours are not included in the calculation of overtime.

F. CHANGE IN EMPLOYEE STATUS TO NON-BENEFITED

An employee with accrued vacation time who becomes non-benefited will be paid his/her vacation benefits under the same conditions as if s/he had left the University.

G. VACATION BENEFITS UPON LEAVING THE UNIVERSITY, RETIREMENT AND DEATH

1. Under special circumstances and upon approval of the department head, an employee may use up to three weeks of vacation time following the last day of work prior to leaving the University or retirement.

2. Upon Leaving the University or retirement all remaining accrued vacation will be paid out. Unless an employee is being terminated, the final paycheck advice will be mailed to the employee by Payroll the pay period after his/her last regular bi-weekly paycheck.

3. Upon the death of an employee, the accrued vacation will be paid out in a lump sum. The payment will be made in the following order of precedence:
   - To the surviving beneficiary or beneficiaries, lawfully designated by the person under the State Employees’ Retirement System;
   - If there is no such designated beneficiary, to the estate of the deceased.

H. TRANSFER OF SERVICE FROM OTHER STATE/MUNICIPAL AGENCIES

An nonexempt or exempt employee with no break in service may transfer creditable service towards vacation accrual rate earned at other UMass Campuses and State Agencies. No
service credit is given to an employee with a break in service from another UMass Campus or state agency. No service credit is given for prior municipal experience.

Responsibilities

Chair, Director or Department Head, Administrator
Communicate and comply with this policy

Human Resources
Administer the policy

Employee
Request time off in accordance with departmental policy

Procedures

In support of this policy, the following procedures are included:

Name Number
Procedure Name Number
NONE

Definitions

NONE

Approvals

Associate Vice Chancellor Human Resources 7/15/11

Date

Vice Chancellor Administration & Finance 7/27/11

Date
**Forms / Instructions**

In support of this policy, the following forms are included:

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>

**Appendices**

In support of this policy, the following appendices are included:

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>