

SECTION 802.02

Vacation Leave

All regular classified employees and 12 month appointed faculty members working at least one-half time are entitled to vacation leave in accordance with the provisions set forth below. Employees serving on provisional appointments earn vacation, but are not expected to take such time until the expiration of their first six months of service, unless their immediate supervisor gives prior approval. Regular 10 month faculty do not accrue annual leave.

Vacations are normally scheduled during "slack" periods and at the convenience of the department. Employees should pre-arrange their schedules to be certain there is no conflict in requested leave time. Should two employees request identical leave periods and simultaneous leave cannot be granted, the employee with longer service normally has priority.

The rate of accumulating annual leave is based on the anniversary date of current employment as shown below.

Regular employees working half-time or more (20 hours per week) shall earn and accrue vacation time in an equivalent ratio to their percentage of time employed.

Faculty members on a twelve month contract earn vacation leave at the **maximum** rate of accrual.

Administrative Officers as defined by VSU statutes earn vacation leave at the **maximum** rate of accrual. Effective July 1, 2014 administrative officers include the Provost, Vice Presidents and administrators who report directly to the President or Vice Presidents, at the level of Director and above (as defined in Article XI Section 1 and 2 of the 2007 VSU statutes).

Modifications may be made as a result of reorganizations, reclassifications or the addition of new titles after consultation with and approval by the Director of Human Resources.

A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

1. Accumulation Rates

- a. 1 - 60 months of service: 1 1/4 days monthly, 15 annually
- b. 61 - 120 months of service: 1 1/2 days monthly, 18 annually
- c. over 120 months of service: 1 3/4 days monthly, 21 annually

2. Accrued Vacation Leave

Employees may accrue leave not to exceed the maximum of 45 days at December 31 of each calendar year. Terminating employees may be paid for a maximum of 45 days and do not earn leave beyond their last working day. Employees placed on terminal leave, pending retirement, shall not accrue vacation leave beyond their last official day of work. Vacation pay out is provided upon leaving the institution. Vacation payout pay is considered supplemental pay per the IRS so it is taxed differently. Typically, it will be taxed at a flat rate of 25% for federal taxes and 6% for GA taxes. This would be in addition to any other taxes deducted for regular pay that is also included in the last paycheck.

- a. Employees reporting to work prior to the 15th of the month shall accrue a full month's accrual. Employees terminating prior to the 16th of the month will not accrue leave for the month of termination. All leave accruals will be credited at the close of the month and employees can not take leave in advance of actual accrual.

- 3. Accountability.** Each employee is required to complete necessary time records reflecting dates and amounts of leave taken as per the ADP (eTime) process. These records are the permanent work record. The supervisor is responsible for and must certify the dates and the type leave taken as accurate. Supervisors should use the tools provided to ensure accuracy of time. [See The On-line Leave Accrual Reporting Program](#) and [Leave Tracker](#)

[Tool Template; Leave Tracker Tool Instructions \(PDF\)](#) Violations of this procedure/ policy will be subject to disciplinary action.

4. Non-State Funded Employees (Sponsored Personnel)

"Sponsored" employees shall be required to take their vacation leave during the course of their employment unless there is adequate funding in the grant or other non-state income source to cover payment of accrued vacation leave balance at date of termination. The University does not accept financial liability in cases where funding is inadequate to cover accruals. Employees in such categories are, therefore, encouraged to take their vacations as accrued and avoid a build-up of accumulated time which is not funded.

5. Treatment of Accrued Vacation Leave Upon Transfer To Another Institution.

Upon a move between institutions in the University System, with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accruals in excess of twenty (20) days, the employee may elect one of the following options:

- a. Transfer of the total leave balance, not to exceed forty-five (45) days.
- b. Payment of accrued vacation leave in excess of twenty (20) days by the institution from which the individual is moving. The total leave paid in such cases cannot exceed twenty-five (25) days.

6. Treatment of Accrued Leave Upon Contract Conversion.

Faculty members on a twelve (12) month contract shall be paid their accrued vacation leave subject to the forty-five (45) day maximum. This payment will be made in the fiscal year of termination, assuming availability of funds. Should funds not be available, said payment shall occur in the ensuing fiscal year.