

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	VACATION LEAVE FOR CLASSIFIED & PROFESSIONAL STAFF EMPLOYEES				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Time away from work to relax and pursue special interests is important to everyone. Vacation leave may also be used for illnesses and other personal time off. All full-time classified and professional staff employees are eligible for paid vacation time off as follows: (Note days are 8 hours each unless otherwise designated by administration.)

VACATION EARNING SCHEDULE FOR PROFESSIONAL & CLASSIFIED EMPLOYEES:

<u>Years of Service</u>	<u>Days/Hours Per Year</u>	<u>Max Accrual Cap</u>
1-2 Years	15 days per year: - 10 hours per month for professional exempt employees - 5 hours per pay period for classified, non-exempt hourly employees.	200 hours
3 or more Years	21 days per year: -14 hours per month for professional exempt employees - 7 hours per pay period for classified, non-exempt hourly employees.	340 hours

(*Years of service in the above table refer to continuous service in a part-time or full-time position.)

(**Accruals are posted in the first and second pay period each month or 24 times per year.)

Employees begin to earn paid vacation time from initial date of hire. However, employees who are in an *unpaid* status for more than 40 hours in any biweekly period will not accrue vacation time for that pay period.

Although employees are given their choice of vacation times whenever possible, the needs of the department must be considered. An employee may not be allowed to take vacation time during a period of peak work activity for the department, unless approved by his or her supervisor. Employees should request approval from his or her supervisor for use of their vacation time as much in advance as possible.

When a holiday that is observed by the University falls during an employee's scheduled vacation, it is not counted as a vacation day.

Vacation leave may accumulate over time. However, once the maximum hours allowed (noted in the above chart) has been met, no more vacation will be accrued until additional vacation is used.

Classified staff should document used vacation time for full or partial day absences on their weekly timesheets. Professional staff employees that use vacation time for full or partial days off, should document their time on a Request for Absence Form (form available in Human Resources and on the intranet website.) MSSU does not have "comp time" and all leave taken should be recorded accurately. Vacation records are updated after each pay period. Vacation leave may be taken only in pay periods after it is earned and is paid at the employee's base pay rate at the time the vacation is taken. The smallest increment of leave time allowed is 15 minutes or (0.25) hour.

At the end of employment, employees will be paid a lump sum with their final paycheck for all earned but unused vacation available to them, up to a maximum of 160 hours. Accrued vacation time cannot be used to extend service beyond an employee's last regular day worked, unless the employee is retiring from the University and is eligible to immediately receive a retirement benefit from the Missouri State Employees' Retirement System (MOSERS).

Former employees who return to full-time employment at the University within one year will be credited with previous employment time for purposes of determining vacation accrual.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS