



## UNIVERSITY POLICY

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### Vacation Time

<b>Policy Type:</b>	Institutional Wide
<b>Policy Owner:</b>	Human Resources
<b>Policy Collaborators:</b>	Finance & Administration General Counsel
<b>Origination Date:</b>	June 1, 2020
<b>Revision Date:</b>	December 15, 2023
<b>Effective Date:</b>	June 1, 2024

*Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.*

### **POLICY REQUIREMENTS and IMPORTANT NOTES:**

Vacation time is granted to provide employees with a paid opportunity for rest and relaxation away from the work environment. Employee wellness is very important at Butler University, and we encourage eligible employees to work with their supervisors to utilize their vacation time throughout the fiscal year to support a good work-life harmony.

All regular full-time staff and 12-month faculty are eligible to receive vacation benefits. Vacation benefits are pro-rated for full-time academic year employees. Vacation benefits are not available to part-time, occasional, and temporary staff members.

Vacation time cannot be used during the new hire 90-calendar day probationary period.

Vacation time must be scheduled in advance and supervisory approval is required. Exempt staff must take vacation time in ½ day increments at a minimum. Nonexempt staff can take vacation time in one-hour increments.

Vacation time is not “hours worked” and is not considered in calculating overtime. Vacation time can be used to supplement other paid benefit programs (i.e., disability pay), however, you may only receive benefits from one benefit program to a maximum of your normal work schedule. If you are eligible for a holiday benefit while on vacation, the holiday benefit is paid rather than a vacation day.

### **Vacation Benefit Level**

Vacation time will be granted annually on June 1<sup>st</sup>.

### **Authorization and Scheduling**

Vacation time should be scheduled in advance. Given the general operational needs of the University, no more than four weeks of vacation time may be taken at one time, excluding use of vacation time for FMLA use or other leave of absence situations. The University discourages the use of outside temporary help for most vacation replacements.

12- month faculty members are granted vacation time, managed by their respective departments rather than the absence management system. To request vacation time, eligible faculty should submit their requests to the

department administrator, chair, or dean. The individual departments are responsible for determining vacation eligibility, reviewing, and approving requests, and tracking the remaining available time.

**Carry-Over/Rollover Policy**

Employees can carry over into the next fiscal year up to a maximum of five (5) vacation days, with no supervisor approval required. The days carried over will be utilized first in the next fiscal year. If an employee retires or separates employment prior to the utilization of rollover days, any unused rollover days will not be paid out.

**Payment of Unused Vacation Days Upon Termination**

Unused vacation days, less unused rollover days, will be paid out if an employee retires or resigns with the requested two-week notice. There will be no vacation approved during this two (2) week timeframe. Unused vacation days, less unused rollover days, will also be paid out for employees terminated due to reduction in workforce or elimination of position.

All unused vacation days will not be paid to an employee whose employment terminates involuntarily, except as noted above. In addition, unused vacation days will not be paid to an employee who resigns but who fails to provide at least two (2) weeks written notice of resignation to his/her supervisor.

<b>Staff, including Assistant and Associate Director, and 12-month Faculty</b>		
<i>Years of Service</i>	<i>Calendar Year Staff</i>	<i>Academic Year Staff</i>
	<i>Number of Days</i>	<i>Number of Days</i>
0-2	12	10
3-4	14	12
5-6	16	13
7-8	18	15
9+	20	17

If hired between March 1 and May 31, 12 calendar days will be allotted at 90 days; no wait period restrictions applicable

<b>Dean, Director, Executive Director, Senior Director, General Counsel, Vice President, President</b>	
<i>Years of Service</i>	<i>Number of Days</i>
0+	20