Vacation Time

Introduction

Suffolk University recognizes that employees work hard throughout the course of the year and need time to rest and rejuvenate so they may continue performing at their best. This policy outlines how vacation time is accrued and may be used.

Definitions

Full-time Staff: For the purposes of this policy, staff who have standard hours of 35 or more per week.

Part-time Staff: For the purposes of this policy, staff who have at least 17 ½ standard hours but less than 35 hours per week.

Fair Labor Standards Act (FLSA): The federal law that establishes national minimum wage, overtime pay standards, child labor laws, and employer record-keeping requirements for pay and time worked.

Non-exempt Staff: An employee covered by all provisions of the FLSA. A non-exempt worker must be paid for all time worked in a week and must be paid time and one half for all time worked over 40 hours in a week.

Exempt Staff: An employee who is not covered, in terms of time worked and time paid by the FLSA, and is therefore not entitled to overtime pay. A worker may be considered exempt based on the work performed and must receive a regular salary of at least $23,600 per year (or $455 per week).

Accrual of Vacation Time

If you are a non-exempt full-time staff member employed on or after July 1, 2016, you will receive:

- 91 hours (13 days) per year during the first five years of consecutive employment.
- 126 hours (18 days) per year after five years of consecutive employment.

If you are a non-exempt full-time staff member employed before June 30, 2016, you will receive:

- 91 hours (13 days) per year for the first two years of consecutive employment
- 126 hours (18 days) after 2 years of consecutive employment
• 161 hours (23 days) after 10 years of consecutive employment

If you are a non-exempt part-time staff member, your vacation accrual is pro-rated based on your standard hours per week and your date of employment.

If you are an exempt full-time staff member, you will receive:

• 126 hours (18 days) per year if your date of employment is on or after July 1, 2016.

• 161 hours (23 days) per year if your date of employment is before June 30, 2016.

If you are an exempt part-time staff member, your vacation accrual is pro-rated based on your standard hours per week and your date of employment.

Your vacation time will accrue each pay period. Your maximum vacation accrual is 210 hours (thirty 7-hour days) if you are a full-time staff member. If you are a part-time staff member, your maximum accrual is prorated based your standard hours.

You will not accrue vacation while receiving Extended Illness benefits or while on Long-Term Disability.

If you have a limited-month schedule (9-month, 10- month, or 11- month) you will accrue vacation time only during the months you actually work.

**Use of Vacation Time**

Each department has policies regarding requests for vacation time. Please familiarize yourself with your department’s policies and follow them when requesting time off.

Although you will accrue vacation time immediately upon hire, you may not use your vacation time until you have been employed 3 consecutive months. If you need to be away from work within the first 3 months of employment, you may take unpaid time off with your manager’s approval.

If you are a non-exempt staff member, you may request your vacation time in 15-minute increments up to a full day.

If you are an exempt staff member you may request your vacation time in either half-day or full-day increments.

If you leave employment and have worked at the University for more than three months, you will be paid all accrued, unused vacation time in your final pay check.