

## SALARIED EMPLOYEE VACATION POLICY

### Purpose

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation and renewal both physically, emotionally and spiritually, Andrews University provides for annual, paid vacations to its fulltime regular and part-time salaried non-faculty employees.

### Policy

The University provides for paid days off based on an individual's length of service in the Seventh-day Adventist Church. The following schedule defines how much time an employee receives for service in the University as well as the denomination:

<u>Years of Service</u>	<u>Annual Vacation Allowances</u>	<u>Bi-weekly Accrual</u>
1 – 4	10 days	.39 day
5 – 9	15 days	.58 days
10 +	20 days	.77 days

Part time salaried employees are eligible based on the percent they are scheduled to work, i.e., a three-quarters time employee would only receive three-quarters of the above schedule annually.

### Vacation Usage and Carryover

Because “salaried” employees are expected to put in a minimum of 40 hours per week, the reporting for vacation usage will be based on an eight hour a day usage. Half days may not be reported for Friday. Half days may be used Monday through Thursday.

Newly hired full and part-time regular salaried employees may take vacation as it accrues from month to month. At the end of August, if the employee has unused vacation, up to two weeks of that time will automatically roll over into the next vacation year (September-August).

### Holiday Pay

In addition to the above schedule of vacation accrual, holiday pay is granted for each regular full-time and part time salaried employee as follows:

### Paid Holidays

9 days

New Years Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day 1½  
Christmas Eve ½  
Christmas Day

Holidays which fall on a Saturday will normally be celebrated on Friday while holidays which fall on Sunday will be celebrated on Monday.

### Vacation Scheduling

Vacation scheduling should be approved, by the supervisor, a minimum of one month ahead of time. Though the organization will try to grant all reasonable requests, it is within the supervisor's discretion to request the employee to take another time because of scheduling needs.

### Vacation Tracking

As the payroll system will be accruing vacation, the responsibility for accounting for its use will be the employee's. When vacation time is used, it will be the employee's responsibility to report days used via the employee self-service system website, to be approved by the supervisor. For time taken but not reported, it will be the supervisor's responsibility to make the needed adjustments to the employee's reported time taken.

Employees will be permitted to carry a negative balance of up to two weeks (10 days) in the event that sufficient vacation time has not been accrued to take an extended vacation. However, should an employee have a negative balance at the end of their employment relationship, the difference will be reconciled by using the last paycheck(s) to reimburse the University for the advanced vacation pay.

### Paid Leave for Terminating Employees

Employees terminating the employment relationship are entitled to all accrued and unused paid leave time calculated on a pro rata basis based on employee classification.