

Salaried Staff/Faculty Vacation Policy

Faculty Working Policy 2:394, Employee Handbook 4:4-120

Your vacation is a time intended for rest and relaxation; for this reason you may not receive pay in lieu of vacation. Up to two weeks unused vacation time, with the approval of your supervisor, may be carried over to the following year, but not more than six weeks may be taken in any one calendar year or upon termination. Exceptions may be made if your superior has been unable to grant you vacation at the time you reached your maximum. You are encouraged to take vacation at one or two times during the year.

The number of weeks of vacation you are entitled to is determined by your years of denominational employment as shown on your Employee Service Record.

On the basis of your years of denominational employment, as reflected on your service record, you are entitled to the following weeks of vacation each year:

| | |
|---------------------------------------|---------|
| One through four years of employment | 2 weeks |
| Five through nine years of employment | 3 weeks |
| After nine years | 4 weeks |

Vacation will be considered to have been taken during the fiscal year of employment unless a written request to carry time to the next year is received by Human Resources by July 30. Up to two weeks vacation may be carried to the next year by written request from the appropriate Dean or Vice President.

Vacation Transfer Request

Name _____ Date of Report _____

Department _____ I.D. Number _____

I request the following vacation time be transferred to the coming year:

Number of days _____

Reason for request:

Chair's Signature _____ Date _____

Dean's/Vice President's Signature _____