Vacation Time
HR-05-120

About This Policy

Effective Dates:
02-21-1969

Last Updated:
06-01-2022

Responsible University Administrator:
Vice President for Human Resources

Policy Contact:
IU Human Resources
askHR@iu.edu

Scope

This policy applies to all Non-Exempt (excluding PAO and PAU) staff.

Policy Statement

1. Staff employees should be afforded reasonable time-off from workplace demands and to conduct their personal affairs.

2. 100% FTE staff employees earn vacation hours as outlined in the Schedule of Earnings table below. Staff employees with a 50% or greater FTE earn a prorated amount.

3. Vacation hours are earned when the employee is in pay status or absent with benefits accrual. Vacation hours are not accrued during an unpaid leave of absence, while absent without pay, or when on a temporary reduction in force. See HR-05-90, Time Off Accruals during Absences.

4. Unused vacation hours accumulate from year-to-year and are paid out up to specified limits detailed in this policy should the staff member leave IU employment.

<table>
<thead>
<tr>
<th>Staff with this amount of university service credit*</th>
<th>Earn this amount of vacation for every 80 hours in pay status</th>
<th>For a total of this amount each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 years through the completion of 6 years</td>
<td>4.31 hours</td>
<td>112 hours (14 days)</td>
</tr>
<tr>
<td>From 7 years through 13 years**</td>
<td>5.85 hours</td>
<td>152 hours (19 days)</td>
</tr>
<tr>
<td>From 14 years through 29 years</td>
<td>7.39 hours</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>From 30 years and beyond</td>
<td>8.92 hours</td>
<td>232 hours (29 days)</td>
</tr>
</tbody>
</table>

*University service credit is defined in HR-02-120, Seniority Dates and Service Credit policy.

** For example, an employee who began working on February 1, 2014, will start earning 5.85 hours of vacation on February 1, 2020.

Procedure

1. Basic rules and provisions
a. New employees may use accumulated vacation time after receipt of their first paycheck.

b. When vacation time is taken, the exact number of hours, including tenths of hours, are reported and subtracted from accumulated earnings.

c. Vacation cannot be used before it has been earned with one exception:
   1. In the event of a furlough (see HR-10-10, Furlough) due to lack of work, such as during the holiday break, spring break, or summer term, new employees may borrow up to 40 hours of vacation time against future accruals under the following conditions:
      a. The employee is expected to return to work after the furlough.
      b. The employee does not have any current corrective action for attendance.
   2. As soon as the employee earns vacation, the accrued time is applied to the negative balance resulting from the borrowed hours.
   3. Employees with a negative vacation balance that separate from IU will have their final paycheck adjusted accordingly.

d. No employee can expect extra pay instead of vacation.

2. Requests and approvals for the use of vacation.

a. All vacations must be approved in advance by the supervisor before it can be used. When requested in advance, the employee is not required to provide a reason for the absence.
   1. For Non-Exempt CWA staff, a supervisor may authorize vacation time for an unscheduled absence if the employee does not have sufficient accrued income protection time and the employee has no active formal or informal discipline.

b. Vacation requests may be denied if the dates requested fall into a peak work period in which non-emergency time off is routinely restricted.
   1. For Non-Exempt AFSCME Police staff and Non-Exempt AFSCME Service staff, units will identify the maximum number of employees under each supervisor’s area of responsibility that can be off at one time and identify peak periods that no one can be off due to unit needs.

c. For Non-Exempt Non-Union (excluding PAO and PAU) staff at South Bend: Requests for vacation time off must be approved or disapproved within three working days of the request’s receipt.

d. For Non-Exempt AFSCME Police staff and Non-Exempt AFSCME Service staff at South Bend: Requests for a vacation of one week or more submitted by March 1st will be processed—and preference will be given—based on occupational unit seniority. Vacation requests must be submitted at least three working days in advance and will be approved or disapproved within three working days of the request, or the request is automatically approved on the fourth working day. Requests will be honored in the order in which they are received.

e. In the event that multiple requests within a unit are made for the same time off. In that case, preference will be given according to occupational unit seniority. However, if a supervisor has given prior approval to a less senior employee for the same period, the previous authorization is honored.
   1. For Non-Exempt CWA staff, preference will be given according to university seniority.

3. Requests and approvals for the use of vacation for a lengthy absence

a. Employees who wish to use accumulated vacation causing a lengthy absence from work should inform their supervisor six months before the planned vacation.

b. Supervisors are obligated to honor these requests unless:
   1. The request is for time off during an established peak work period in which non-emergency time off is routinely restricted; or
   2. More than one employee requests the same time off. If more than one request is received, preference will be given according to occupational unit seniority.
      a. For Non-Exempt CWA staff, preference will be given according to university seniority.
c. Supervisors will honor time off requests previously approved for which an employee no longer has vacation accruals to cover when the reason for not having vacation accruals is due to the employee’s family medical leave as provided under HR-05-20, Family and Medical Leave Act (FMLA) Rights. The employee will not be subject to discipline for taking unpaid time off in this circumstance.

1. For example, if an employee had previously scheduled all of their available vacation accruals and then suffers a health condition covered by FMLA, their vacation accruals will run concurrently with the employee’s FMLA. However, the supervisor shall still honor the previously approved time off even if the employee no longer has the accrued vacation time to cover the period.

4. Converting income protection time (see HR-05-40, Income Protection Time (Sick Time)) to vacation

a. During a specified period in either March or September, eligible employees may, if they choose, convert 80 hours of their accrued income protection time to 40 vacation hours subject to the following limitations and conditions. Employees must:

1. Have 560 or more hours of accumulated income protection (sick) time as of the first full pay period in either March or September of any qualifying year.
2. Have at least ten (10) consecutive years in an appointed position.
3. Work in an appointed position and be in pay status when applying for the conversion and when implemented.
4. Have not converted any income protection time to vacation time during the previous four years under this policy.

b. Staff must submit conversion requests according to the established procedures and deadlines. Requests that are submitted are irrevocable.

c. The conversion of income protection to vacation time does not modify the payment limits for unused accruals at separation under this policy.

5. Employees who encounter a personal emergency may elect to charge time off for personal emergency to unused vacation time. See HR-06-20, Attendance, Absences, and Personal Emergency.

6. Payment for accumulated vacation time.

a. Employees receive payment for the accrued benefits listed below when separating from the university voluntarily or involuntarily (or when transferring to an academic position) whether or not they give or receive a separation notice. The following table shows the maximum amount an employee receives.

<table>
<thead>
<tr>
<th>Years</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 years through 6 years</td>
<td>312</td>
</tr>
<tr>
<td>Start of 7 years through 13*</td>
<td>352</td>
</tr>
<tr>
<td>Start of 14 years</td>
<td>392</td>
</tr>
<tr>
<td>Start of 15 years</td>
<td>432</td>
</tr>
<tr>
<td>Start of 16 years</td>
<td>472</td>
</tr>
<tr>
<td>Start of 17 years</td>
<td>512</td>
</tr>
<tr>
<td>Start of 18 years</td>
<td>552</td>
</tr>
<tr>
<td>Start of 19 years</td>
<td>592</td>
</tr>
<tr>
<td>Start of 20 years</td>
<td>632</td>
</tr>
<tr>
<td>Start of 21 years</td>
<td>672</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Start of 22 years</td>
<td>712</td>
</tr>
<tr>
<td>Start of 23 years</td>
<td>752</td>
</tr>
<tr>
<td>Start of 24 years</td>
<td>792</td>
</tr>
<tr>
<td>Start of 25 years to the end of 29 years</td>
<td>832</td>
</tr>
<tr>
<td>Start of 30 years and beyond</td>
<td>872</td>
</tr>
</tbody>
</table>

*For example, an employee who began working on February 1, 2014, will have a maximum payment of 352 hours starting on February 1, 2020.

7. When an employee transfers from a Non-Exempt (excluding PAO and PAU) staff position to an Exempt staff position.
   a. The vacation time balance is transferred into a paid time off (PTO). This amount serves as the beginning balance. See [HR-05-70, Paid Time Off (PTO) for Exempt staff and Non-Exempt Non-Union PAO and PAU staff](#).
      1. If the balance exceeds the maximum rollover allowed, the excess time is carried over as PTO, but it must be used or transferred to PTO sick leave by the end of the following year. The 120 hours maximum amount of PTO that can be transferred to PTO sick leave is waived at the end of the first year and the following year.

8. When an employee transfers from an Exempt staff or Non-Exempt PAO and PAU staff to a Non-Exempt (excluding PAO and PAU) staff:
   a. The PTO balance is transferred to vacation time.
   b. The PTO sick leave account balance is transferred to income protection time.
   c. Any previously accrued honorary vacation is transferred to vacation time.

9. When an employee transfers to an academic or part time position, they receive payment for accumulated vacation time as articulated in this policy.

**Sanctions**

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

**History**

**June 2022**
Updated "temporary" employee nomenclature to "part time".

**January 2022**
Removed the maximum vacation time that may be used during the 26 consecutive pay periods beginning with the pay period that January 1 falls.

**March 2021**
IU HR completed a full and substantive review to assess the ongoing need and effectiveness. Removed the six-month service requirement to be eligible for the separation payment of unused vacation time.

**February 2021**
Updated the staff employee group terms due to the Job Framework Redesign Project.

**July 2019**
Updates made to CWA procedures based on union discussions.

**April 2018**
Updated wording to clarify how full time equivalent (FTE) impacts vacation accruals.

**February 2016**
Replaces all or most of the following policies:

<table>
<thead>
<tr>
<th>AFSCME Police</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSCME Service</td>
<td>5.7 - Vacation</td>
</tr>
<tr>
<td>CWA</td>
<td>12.7 - Vacation Time</td>
</tr>
<tr>
<td>Professional Staff and Support and Service Staff not Covered by a Union</td>
<td>10.4 - Vacation for Support and Service Staff  10.6 - Paid Time Off (PTO) Policy for Professional (PA) Staff</td>
</tr>
</tbody>
</table>

Replaces parts of the following policies:

<table>
<thead>
<tr>
<th>Separation Pay 9.2 - Separation Pay</th>
<th>13.4 - Separation Pay</th>
<th>7.3 - Separation Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>• C.3.</td>
<td>• C.3.</td>
<td>• C.3.</td>
</tr>
<tr>
<td>• C.3.a.</td>
<td>• C.3.a.</td>
<td>• C.3.a.</td>
</tr>
<tr>
<td>• C.3.a.i.</td>
<td>• C.3.a.i.</td>
<td>• C.3.a.i.</td>
</tr>
<tr>
<td>• C.3.a.ii.</td>
<td>• C.3.a.ii.</td>
<td>• C.3.a.ii.</td>
</tr>
<tr>
<td>• C.3.a.iii.</td>
<td>• C.3.a.iii.</td>
<td>• C.3.a.iii.</td>
</tr>
</tbody>
</table>

**Related Information**

- Attendance, Absences, and Personal Emergency (Support and Service Staff and Temporary employees)
- Family Medical Leave Act (FMLA)
- Income Protection Time (Support and Service Staff)
- Reduction in Force
- Separation Pay for Unused Time Off Accruals