



## Policy 4.100 Vacation Leave for Biweekly Employees

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Leave Policies  
**Effective Date:** January 01, 2010  
**Last Revision:** October 11, 2017

### Policy Sections:

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### Overview

Emory, concerned about the well-being of employees, views vacation leave as a benefit that enhances the employee's work and personal life balance. Supervisors are encouraged to manage vacation leave as a means of increasing productivity and employee morale.

Regular biweekly (nonexempt) employees who work at least 20 or more hours per workweek are eligible for vacation leave benefits. Temporary employees, with the exception of rehired retirees, do not accrue vacation leave.

### Policy Details

#### PROVISIONS

Biweekly employees accrue vacation leave per pay period based on the employee's actual hours worked, years of service and paid status (refer to the Vacation Leave Chart for Biweekly Employees). Accrual rates will be based on no more than 80 hours per pay period. A maximum of 320 vacation leave hours may be accrued. Upon reaching that maximum accrual, the employee will not accrue additional vacation leave until some of the accrued vacation leave has been used.

The biweekly accrual amount shall be credited to the employee's vacation leave account on the last day of each eligible pay period and may be utilized no earlier than the first workday of the following pay period.

#### REQUESTING VACATION LEAVE

Requests for vacation leave should be submitted according to departmental procedure to the appropriate supervisor as far in advance as possible to allow adequate time for the supervisor to assess the staffing and scheduling needs of the department. Consideration shall be given to all requests for vacation leave; however, vacation approval should be granted based on the business needs of the department and the university. For a Vacation Request Form, please see <http://emory.hr.emory.edu/forms.nsf>.

[Vacation leave may be granted for unanticipated absences where it has not been possible for an employee to plan in advance.](#)

[When](#) there are competitive requests for the same vacation dates, the supervisor should consider employees' previous leave use and frequency and ensure equitable treatment for all employees involved.

#### GENERAL

Biweekly employees will accrue vacation only when in paid status. All vacation leave shall be paid at the

employee's regular base rate.

If the work load of a department or unit temporarily decreases, the employee shall have the option to use his/her unused vacation leave (or floating holidays or holiday hours) or to request leave without pay for such nonworked hours.

Employees who are members of the Armed Forces Reserve or the National Guard must request in writing for vacation leave to be used for periods in which the employees are engaged in weekly drills, weekend drills, annual training duty or other active duty for training.

Periods of employment in an ineligible status [i.e., temporary (other than rehired retirees), regular for less than half time, student status, or leaves of absence without pay] are not counted toward length of service for vacation leave, except for individuals on an approved seasonal or military leave. All periods of eligible employment prior to a break in service are counted toward length of service for vacation leave accrual purposes.

Vacation leave is granted to biweekly employees in increments of 15 minutes. Employees who regularly work more than thirty (30) hours per week will be responsible for adding accrued, unused vacation leave, as approved by their supervisor, to their time record by the established payroll deadline. Employees will be paid for only the hours they record. Timekeepers will not add hours to the employee's record to total her/his normal schedule unless a full-time employee falls below the thirty (30) hour threshold. It is the employee's responsibility to add applicable leave to their total hours worked to equal weekly scheduled hours, and the Supervisor's approval is required. Timekeepers are not required to do this on behalf of employees.

Vacation leave hours for biweekly employees are not added to the hours worked in the computation of overtime. The amount of vacation leave that may be granted to a biweekly employee shall not exceed the employee's scheduled work hours for the workday(s) on which the absence(s) occurred.

The total amount of vacation leave that may be granted to an employee shall not exceed the employee's vacation leave balance.

#### **VACATION LEAVE FOR RE-HIRED/TRANSFERRED EMPLOYEES**

Employees who are re-hired or transferred, including retirees, shall accrue vacation leave according to the total length of service and the number of regularly scheduled hours worked per pay period.

This includes former employees of Emory University Hospital or Crawford Long Hospital with service prior to January 1, 2003.

If a staff employee is transferred to faculty or faculty equivalent status, all unused vacation leave hours, up to 240 accrued hours, shall be paid to the employee in one lump sum payment at the time of transfer.

#### **COMPENSATION FOR ACCRUED LEAVE UPON TERMINATION**

Regular biweekly employees with a minimum of six (6) months of consecutive service who terminate employment will be paid his/her regular rate of pay up to 240 accrued unused hours in one lump sum payment after termination. Accrued, unused vacation time may not be used to extend an employee's termination date.

Regular biweekly employees who have completed less than six (6) consecutive months of service will not be compensated for accrued unused vacation leave at termination.

In the event of the death of an employee, any accrued unused vacation leave hours up to 240 will be paid to the estate of the deceased employee in the same manner as above.

#### **RECORDKEEPING**

The department and designated timekeeper shall have the responsibility for administration and record keeping of the Vacation Leave Policy for the employees within the department. Leave balances of biweekly employees will be included on the paycheck per pay period.

Human Resources, Employee Relations can provide advice regarding administration and interpretation of this policy.

In the event of transfer, the employee's leave balances must be transferred to the new department in the university upon the effective date of transfer.

### **VACATION LEAVE CHART FOR BIWEEKLY EMPLOYEES**

#### **RATE OF PER-WEEK ACCRUAL**

Effective January 1, 2010, employees will accrue vacation at a rate corresponding with their salary grade and their average hours worked per week, as shown below:

**Tier 1:** Regular Empl Class 7 (Staff)

Salary Plan: GENU            Grades: 222-232  
 Salary Plan: ITU             Grades: 323-332  
 Salary Plan: CLNU          Grades: 421-432  
 Salary Plan: RSCH          Grades: 500-507

AVERAGE HRS. WORKED PER WEEK	Less than 5 total years of active employment HRS. PER WEEK	5 but less than 10 total years of active employment HRS. PER WEEK	10 but less than 15 total years of active employment HRS. PER WEEK	15 but less than 20 total years of active employment HRS. PER WEEK	20 or more total years of active employment HRS. PER WEEK
20	0.923077	1.153846	1.384615	1.615385	1.915385
21	0.969231	1.223077	1.453846	1.707692	2.030769
22	1.015385	1.269231	1.523077	1.776923	2.123077
23	1.061538	1.338462	1.592308	1.869231	2.215385
24	1.107692	1.384615	1.661538	1.938462	2.307692
25	1.153846	1.453846	1.730769	2.030769	2.4
26	1.2	1.5	1.8	2.1	2.492308
27	1.246154	1.569231	1.869231	2.192308	2.607692
28	1.292308	1.615385	1.938462	2.261538	2.7
29	1.338462	1.684615	2.007692	2.353846	2.792308
30	1.384615	1.730769	2.076923	2.423077	2.884615
31	1.430769	1.8	2.146154	2.515385	2.976923
32	1.476923	1.846154	2.215385	2.584615	3.069231
33	1.523077	1.915385	2.284615	2.676923	3.184615
34	1.569231	1.961538	2.353846	2.746154	3.276923
35	1.615385	2.030769	2.423077	2.838462	3.369231
36	1.661538	2.076923	2.492308	2.907692	3.461538
37	1.707692	2.146154	2.561538	3	3.553846
38	1.753846	2.192308	2.630769	3.069231	3.646154
39	1.8	2.261538	2.7	3.161538	3.761538
40	1.846154	2.307692	2.769231	3.230769	3.853846

**Tier 2:** Regular Empl Class 7 (Staff)

Salary Plan: GENU            Grades: 233-236  
 Salary Plan: ITU             Grades: 333-335  
 Salary Plan: CLNU          Grades: 433-438  
 Salary Plan: RSCH          Grades: 508-513

AVERAGE HRS. WORKED PER WEEK	Less than 5 total years of active employment HRS. PER WEEK	5 but less than 10 total years of active employment HRS. PER WEEK	10 but less than 15 total years of active employment HRS. PER WEEK	15 but less than 20 total years of active employment HRS. PER WEEK	20 or more total years of active employment HRS. PER WEEK
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20	1.153846	1.384615	1.615385	1.846154	1.915385
21	1.223077	1.453846	1.707692	1.938462	2.030769
22	1.269231	1.523077	1.776923	2.030769	2.123077
23	1.338462	1.592308	1.869231	2.123077	2.215385
24	1.384615	1.661538	1.938462	2.215385	2.307692
25	1.453846	1.730769	2.030769	2.307692	2.4
26	1.5	1.8	2.1	2.4	2.492308
27	1.569231	1.869231	2.192308	2.492308	2.607692
28	1.615385	1.938462	2.261538	2.584615	2.7
29	1.684615	2.007692	2.353846	2.676923	2.792308
30	1.730769	2.076923	2.423077	2.769231	2.884615
31	1.8	2.146154	2.515385	2.861538	2.976923
32	1.846154	2.215385	2.584615	2.953846	3.069231
33	1.915385	2.284615	2.676923	3.046154	3.184615
34	1.961538	2.353846	2.746154	3.138462	3.276923
35	2.030769	2.423077	2.838462	3.230769	3.369231
36	2.076923	2.492308	2.907692	3.323077	3.461538
37	2.146154	2.561538	3	3.415385	3.553846
38	2.192308	2.630769	3.069231	3.507692	3.646154
39	2.261538	2.7	3.161538	3.6	3.761538
40	2.307692	2.769231	3.230769	3.692308	3.853846

**Tier 3:** Regular Empl Class 7 (Staff)

Salary Plan: GENU            Grades: 237-244

Salary Plan: ITU             Grades: 336-341

Salary Plan: CLNU          Grades: 439-446

and Grandfathered Empl Class 6 (Principals)

Salary Plan: RSCH          Grades: 514-520

AVERAGE HRS. WORKED PER WEEK	Less than 5 total years of active employment HRS. PER WEEK	5 but less than 10 total years of active employment HRS. PER WEEK	10 but less than 15 total years of active employment HRS. PER WEEK	15 but less than 20 total years of active employment HRS. PER WEEK	20 or more total years of active employment HRS. PER WEEK
20	1.546154	1.684615	1.846154	1.846154	1.915385
21	1.615385	1.776923	1.938462	1.938462	2.030769
22	1.684615	1.869231	2.030769	2.030769	2.123077
23	1.776923	1.938462	2.123077	2.123077	2.215385
24	1.846154	2.030769	2.215385	2.215385	2.307692
25	1.915385	2.123077	2.307692	2.307692	2.4
26	2.007692	2.192308	2.4	2.4	2.492308
27	2.076923	2.284615	2.492308	2.492308	2.607692
28	2.146154	2.376923	2.584615	2.584615	2.7
29	2.238462	2.446154	2.676923	2.676923	2.792308
30	2.307692	2.538462	2.769231	2.769231	2.884615
31	2.376923	2.630769	2.861538	2.861538	2.976923
32	2.469231	2.7	2.953846	2.953846	3.069231

33	2.538462	2.792308	3.046154	3.046154	3.184615
34	2.607692	2.884615	3.138462	3.138462	3.276923
35	2.7	2.953846	3.230769	3.230769	3.369231
36	2.769231	3.046154	3.323077	3.323077	3.461538
37	2.838462	3.138462	3.415385	3.415385	3.553846
38	2.930769	3.207692	3.507692	3.507692	3.646154
39	3	3.3	3.6	3.6	3.761538
40	3.069231	3.392308	3.692308	3.692308	3.853846

**Grandfathered:** Regular Empl Class 7 (Staff) employed as of 12/31/09

Salary Plan: GENU                      Grades: 222-232

Salary Plan: ITU                        Grades: 323-332

Salary Plan: CLNU                      Grades: 421-432

AVERAGE HRS. WORKED PER WEEK	Less than 5 total years of active employment HRS. PER WEEK	5 but less than 10 total years of active employment HRS. PER WEEK	10 but less than 15 total years of active employment HRS. PER WEEK	15 but less than 20 total years of active employment HRS. PER WEEK	20 or more total years of active employment HRS. PER WEEK
20	0.923077	1.384615	1.615385	1.615385	1.915385
21	0.969231	1.453846	1.707692	1.707692	2.030769
22	1.015385	1.523077	1.776923	1.776923	2.123077
23	1.061538	1.592308	1.869231	1.869231	2.215385
24	1.107692	1.661538	1.938462	1.938462	2.307692
25	1.153846	1.730769	2.030769	2.030769	2.4
26	1.2	1.8	2.1	2.1	2.492308
27	1.246154	1.869231	2.192308	2.192308	2.607692
28	1.292308	1.938462	2.261538	2.261538	2.7
29	1.338462	2.007692	2.353846	2.353846	2.792308
30	1.384615	2.076923	2.423077	2.423077	2.884615
31	1.430769	2.146154	2.515385	2.515385	2.976923
32	1.476923	2.215385	2.584615	2.584615	3.069231
33	1.523077	2.284615	2.676923	2.676923	3.184615
34	1.569231	2.353846	2.746154	2.746154	3.276923
35	1.615385	2.423077	2.838462	2.838462	3.369231
36	1.661538	2.492308	2.907692	2.907692	3.461538
37	1.707692	2.561538	3	3	3.553846
38	1.753846	2.630769	3.069231	3.069231	3.646154
39	1.8	2.7	3.161538	3.161538	3.761538
40	1.846154	2.769231	3.230769	3.230769	3.853846

NOTE: "Total years of active service" is the number of years of active Emory employment in a regular status of at least half-time, regardless of breaks in employment.

**Related Links**

- **Current Version of This Policy:** <http://policies.emory.edu/4.100>
- <http://www.hr.emory.edu/eu/forms/index.html> (http://forms and brochures home page)

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.100>
- <http://www.hr.emory.edu/eu/forms/index.html> (http://forms and brochures home page)

## Contact Information

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## Revision History

- Version Published on: Mar 17, 2017
- Version Published on: Mar 17, 2017
- Version Published on: Apr 01, 2016
- Version Published on: Dec 09, 2014
- Version Published on: Feb 26, 2014
- Version Published on: Feb 25, 2014
- Version Published on: Mar 26, 2013
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: Feb 14, 2012
- Version Published on: Oct 27, 2011
- Version Published on: Jan 06, 2010
- Version Published on: Jan 04, 2010
- Version Published on: Jun 07, 2007 (*Amended 5/08/07*)

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