Policy 4.100
Vacation Leave for Biweekly Employees

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.100 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Leave Policies
Effective Date: April 17, 2007
Last Revision: June 07, 2007

Policy Sections:

I. Overview
II. Policy Details
III. Related Links
IV. Contact Information
V. Revision History

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, except 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 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. Thus, a biweekly employee can only accrue his/her vacation leave on a biweekly basis and the total accrued vacation leave allotment may not exceed 320 hours (equivalent to 40 days).

For example, if a regular full-time employee with less than 5 years of active service worked 80 hours in a pay period, the accrual would be calculated as such:

40 hours x 0.046154 = 1.846160 per week

Therefore, the total accrual would be 3.69232 for the pay period.

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

Requests for vacation leave should be submitted 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 schedules should be consistent with the needs of the
Vacation leave may be granted for unanticipated absences where it has not been possible for an employee to plan in advance.

Where there are competitive requests for the same vacation schedules, length of service within the department should be considered if all other factors are equal.

**GENERAL**

Biweekly employees will accrue vacation for only actual hours worked per pay period and/or 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 holiday 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. A biweekly employee shall not be allowed leave without pay unless the employee has exhausted all applicable paid leave except for purposes of seasonal or military leave (except in the case of military leaves for which an employee has not elected to use accrued vacation leave). Timekeepers are required to add applicable leave to the employee's total hours worked to equal weekly scheduled hours.

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 ACCRUAL 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 will include former employees of Emory University Hospital or Crawford Long Hospital with service prior to January 1, 2003.

**COMPENSATION FOR ACCRUED LEAVE UPON SEPARATION**

A biweekly employee with a minimum of 6 months of consecutive service in a benefits eligible position who separates from employment will be paid his/her regular rate of pay up to 240 accumulated unused hours.

Employees who have completed less than six consecutive months of service in a leave eligible status will not be compensated for unused vacation leave at separation.

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

All unused vacation leave hours shall be paid to the employee in one lump sum payment after separation at the request of the supervisor as this is not an automatic process.

**RECORDKEEPING**

The department 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 can provide advice regarding administration and interpretation of this policy.

The employee 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

<table>
<thead>
<tr>
<th>Average Hrs. Worked Per Week</th>
<th>Less than 5 Total Years of Active Employment (Up to 60 mths) Hrs. Per WK.</th>
<th>5 but less than 10 Total Years of Active Employment (60 to 120 mths) Hrs. Per WK.</th>
<th>10 but less than 20 Total Years of Active Employment (120 to 240 mths) Hrs. Per WK.</th>
<th>20 or More Total Years of Active Employment (&gt; 240 mths) Hrs. Per WK.</th>
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</thead>
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**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://policies.emory.edu/4.100)
- [http://emory.hr.emory.edu/forms.nsf](http://forms and brochures home page)

### Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Human Resources</td>
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### Revision History
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.