



## Policy 4.101 Vacation Leave for Monthly Employees

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Leave Policies

**Effective Date:** January 01, 2010

**Last Revision:** April 01, 2016

### 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 monthly (exempt) staff 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

Monthly employees accrue vacation leave monthly based on years of service (refer to Vacation Leave Charts for Monthly Employees). 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.

Monthly employees who are hired or changed to a status eligible for vacation leave, or become eligible for a change to a higher or lower accrual rate, will accrue as follows:

If the calendar date for the effective employment, status change, or accrual change eligibility is on or before the 15th of the month, the monthly employee will accrue effective the last calendar day of the month in which the change occurs.

If the calendar date for the effective employment, status change, or accrual change eligibility is *on* or *after* the 16th of the month, the monthly employee will accrue effective the last calendar day of the following month.

#### REQUESTING VACATION LEAVE

Requests for vacation leave should be submitted according to departmental procedures 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.

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, supervisors should consider employees' leave use and frequency and ensure equitable treatment for all employees involved.

#### GENERAL

Monthly employees accrue vacation leave in any month in which he/she is in a paid status for at least 15 consecutive calendar days of the month.

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 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. **Note:** ineligible status includes temporary (with the exception of rehired retirees), regular less than half time appointments, student status, and leaves without pay.

On occasion, if a monthly employee works for at least four hours on a given day and obtains approval from his/her supervisor, her/his vacation balance will not be charged. However, an absence of this nature should be rare and still requires the employee to request and receive approval from the supervisor in writing. This should in no way be interpreted to mean that a monthly employee is only required to work 4 hours per day on a regular basis and without supervisory approval.

Examples:

- Following supervisory approval, if a monthly employee works for 4 or more hours, then takes the rest of the day off as vacation leave, his or her leave balance will not be charged.
- If a monthly employee works 1 or 2 hours and takes the rest of the day as approved vacation leave, the employee's leave balance will be charged 4 hours.
- If the employee takes the entire day off as vacation leave, the employee's leave balance will be charged 8 hours.
- For part-time employees, proportional leave deductions would apply based on the number of hours the employee is scheduled to work. For employees who work flexible schedules, Human Resources, Employee Relations will work with managers to apply this policy to the individual's schedule.

However, if a monthly employee is on Family and Medical Leave of Absence (FMLA), the employee will be paid for actual hours worked on a reduced or intermittent leave. Hours not worked on an intermittent or reduced leave will be charged against an employee's vacation leave balance, other applicable leave or will be leave without pay. Thus, the supervisor must reduce the pay of otherwise exempt, salaried employees for FMLA leave taken for partial day absences.

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**

Monthly employees with a minimum of six (6) months of consecutive service who terminate employment will be paid their regular rate of pay up to 240 accrued unused hours in one lump sum payment after termination, provided they have utilized the exempt leave tracking system. Exempt employees who do not utilize the exempt leave tracking system will not be paid for accrued unused hours. Accrued, unused vacation time may not be used to extend an employee's termination date.

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 will be paid to the estate of the deceased employee in the same manner as above.

#### **RECORDKEEPING**

The department shall have the responsibility for administration and record keeping of the Vacation Leave Policy for the employees within the department. 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 MONTHLY EMPLOYEES**

**RATE OF 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 MO.	5 but less than 10 total years of active employment HRS. PER MO.	10 but less than 15 total years of active employment HRS. PER MO.	15 but less than 20 total years of active employment HRS. PER MO.	20 or more total years of active employment HRS. PER MO.
20	4.0	5.0	6.0	7.0	8.3
21	4.2	5.3	6.3	7.4	8.8
22	4.4	5.5	6.6	7.7	9.2
23	4.6	5.8	6.9	8.1	9.6
24	4.8	6.0	7.2	8.4	10.0
25	5.0	6.3	7.5	8.8	10.4
26	5.2	6.5	7.8	9.1	10.8
27	5.4	6.8	8.1	9.5	11.3
28	5.6	7.0	8.4	9.8	11.7
29	5.8	7.3	8.7	10.2	12.1
30	6.0	7.5	9.0	10.5	12.5
31	6.2	7.8	9.3	10.9	12.9
32	6.4	8.0	9.6	11.2	13.3
33	6.6	8.3	9.9	11.6	13.8
34	6.8	8.5	10.2	11.9	14.2
35	7.0	8.8	10.5	12.3	14.6
36	7.2	9.0	10.8	12.6	15.0
37	7.4	9.3	11.1	13.0	15.4
38	7.6	9.5	11.4	13.3	15.8
39	7.8	9.8	11.7	13.7	16.3
40	8.0	10.0	12.0	14.0	16.7

**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 MO.	5 but less than 10 total years of active employment HRS. PER MO.	10 but less than 15 total years of active employment HRS. PER MO.	15 but less than 20 total years of active employment HRS. PER MO.	20 or more total years of active employment HRS. PER MO.
20	5.0	6.0	7.0	8.0	8.3
21	5.3	6.3	7.4	8.4	8.8
22	5.5	6.6	7.7	8.8	9.2
23	5.8	6.9	8.1	9.2	9.6
24	6.0	7.2	8.4	9.6	10.0
25	6.3	7.5	8.8	10.0	10.4
26	6.5	7.8	9.1	10.4	10.8
27	6.8	8.1	9.5	10.8	11.3
28	7.0	8.4	9.8	11.2	11.7
29	7.3	8.7	10.2	11.6	12.1
30	7.5	9.0	10.5	12.0	12.5
31	7.8	9.3	10.9	12.4	12.9
32	8.0	9.6	11.2	12.8	13.3
33	8.3	9.9	11.6	13.2	13.8
34	8.5	10.2	11.9	13.6	14.2
35	8.8	10.5	12.3	14.0	14.6
36	9.0	10.8	12.6	14.4	15.0
37	9.3	11.1	13.0	14.8	15.4
38	9.5	11.4	13.3	15.2	15.8
39	9.8	11.7	13.7	15.6	16.3
40	10.0	12.0	14.0	16.0	16.7

**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 MO.	5 but less than 10 total years of active employment HRS. PER MO.	10 but less than 15 total years of active employment HRS. PER MO.	15 but less than 20 total years of active employment HRS. PER MO.	20 or more total years of active employment HRS. PER MO.
20	6.7	7.3	8.0	8.0	8.3
21	7.0	7.7	8.4	8.4	8.8
22	7.3	8.1	8.8	8.8	9.2
23	7.7	8.4	9.2	9.2	9.6
24	8.0	8.8	9.6	9.6	10.0
25	8.3	9.2	10.0	10.0	10.4
26	8.7	9.5	10.4	10.4	10.8
27	9.0	9.9	10.8	10.8	11.3
28	9.3	10.3	11.2	11.2	11.7
29	9.7	10.6	11.6	11.6	12.1
30	10.0	11.0	12.0	12.0	12.5

31	10.3	11.4	12.4	12.4	12.9
32	10.7	11.7	12.8	12.8	13.3
33	11.0	12.1	13.2	13.2	13.8
34	11.3	12.5	13.6	13.6	14.2
35	11.7	12.8	14.0	14.0	14.6
36	12.0	13.2	14.4	14.4	15.0
37	12.3	13.6	14.8	14.8	15.4
38	12.7	13.9	15.2	15.2	15.8
39	13.0	14.3	15.6	15.6	16.3
40	13.3	14.7	16.0	16.0	16.7

**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 MO.	5 but less than 10 total years of active employment HRS. PER MO.	10 but less than 15 total years of active employment HRS. PER MO.	15 but less than 20 total years of active employment HRS. PER MO.	20 or more total years of active employment HRS. PER MO.
20	4.0	6.0	7.0	7.0	8.3
21	4.2	6.3	7.4	7.4	8.8
22	4.4	6.6	7.7	7.7	9.2
23	4.6	6.9	8.1	8.1	9.6
24	4.8	7.2	8.4	8.4	10.0
25	5.0	7.5	8.8	8.8	10.4
26	5.2	7.8	9.1	9.1	10.8
27	5.4	8.1	9.5	9.5	11.3
28	5.6	8.4	9.8	9.8	11.7
29	5.8	8.7	10.2	10.2	12.1
30	6.0	9.0	10.5	10.5	12.5
31	6.2	9.3	10.9	10.9	12.9
32	6.4	9.6	11.2	11.2	13.3
33	6.6	9.9	11.6	11.6	13.8
34	6.8	10.2	11.9	11.9	14.2
35	7.0	10.5	12.3	12.3	14.6
36	7.2	10.8	12.6	12.6	15.0
37	7.4	11.1	13.0	13.0	15.4
38	7.6	11.4	13.3	13.3	15.8
39	7.8	11.7	13.7	13.7	16.3
40	8.0	12.0	14.0	14.0	16.7

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.101>
- <http://emory.hr.emory.edu/forms.nsf>. (http://forms and brochures home page)

**Contact Information**

Subject	Contact	Phone	Email
---------	---------	-------	-------

**Revision History**

- Version Published on: Dec 09, 2014
- Version Published on: Dec 09, 2014
- Version Published on: Feb 25, 2014
- Version Published on: Nov 01, 2013
- Version Published on: Sep 27, 2013
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: Feb 13, 2012
- Version Published on: Oct 27, 2011
- Version Published on: Jan 04, 2010
- Version Published on: Aug 28, 2008
- Version Published on: May 15, 2007 (*Amended 5/08/07*)

*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](http://policies.emory.edu) to ensure that you are relying on the current version.*