

6.2 VACATION

Temple University grants paid vacation time each fiscal year to all eligible employees based on their length of service and their employment classification. The approval of the employee's supervisor is required before requests for vacation will be granted.

Supervisors and employees have the responsibility to plan vacation schedules that do not interfere with the operational requirements of the particular office or department. The University provides vacation to individual employees based on their regularly scheduled work week.

Employees are required to verify that any time not worked is properly recorded as vacation time. The University has the right to designate any time not worked by the employee as vacation time in the event the employee fails to do so.

NEW HIRES – NON-BARGAINING

For Salary Grade Levels T21-T25:

During the entire introductory/probationary period, including any extensions, employees will accrue vacation at the rate of one day per month to a maximum of 10 days per year. At the completion of the introductory/probationary period, employees will accrue vacation for the remainder of the fiscal year at the rate of 1.5 days per month to a maximum of three (3) work weeks per year.

For Salary Grade Levels T26 and above:

During the entire introductory/probationary period, including any extensions, employees will accrue vacation at the rate of two days per month to a maximum of four (4) work weeks per year. .

During their introductory/probationary period, newly hired non-bargaining employees will be able to use vacation that has accrued. Temple University will not advance vacation time to introductory/probationary employees.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

EXISTING EMPLOYEES

For Salary Grade Levels T21-T25:

At the beginning of the first full fiscal year of service, employees are eligible to accrue three weeks of vacation per year. For full-time employees who regularly work a 5 day per week schedule, this is 15 days per year. For any employee who regularly works other than a 5 day work week, the vacation time is prorated based on the number of hours and/or days regularly scheduled to work for Temple University.

At the beginning of the 12th full fiscal year of service, employees are eligible to accrue four weeks of vacation per year. For full-time employees who regularly work 5 days per week, this is twenty days per year. For any employee who regularly works other than a 5 day work week, the vacation time is prorated based on the number of hours and/or days regularly scheduled to work for Temple University.

For Salary Grade Levels T26 and above, and Faculty Holding 12 month appointments:

Employees, administrative faculty and 12 month appointment faculty are eligible to accrue four weeks of vacation per year. For full-time employees who regularly work 5 days per week, this is twenty days per year. For any employee who regularly works other than a 5 day work week, the vacation time is prorated based on the number of hours and/or days regularly scheduled to work for Temple University.

Full-time employees, administrative faculty and 12 month appointment faculty who are regularly scheduled to work less than five days per week are entitled to the number of days in their regularly scheduled work week times the number of weeks provided for their Salary Grade Level. For example, a T21-T25 employee who is eligible for three weeks of vacation and who is regularly scheduled to work 4 days per week is entitled to 12 work days of vacation. Likewise, a T-26 or above employee or a faculty administrator or 12-month faculty appointment who regularly works a 4 day work week is entitled to 4 weeks of vacation, which is 16 work days.

Part-time employees, who regularly work in excess of 20 hours per week, are entitled to paid vacation on a pro-rated basis, calculated based on the number of hours worked.

Non-exempt employees may take vacation days in two-hour increments or more.

Vacation time is accrued monthly; however, vacation does not accrue during any month in which the employee is not paid. Employees who have successfully passed their introductory/probationary period may have vacation time advanced effective July 1st of each fiscal year with the understanding that if employment terminates prior to June 30th of the fiscal year, an employee's allocation of vacation time will be determined on a pro-rated basis according to the active service they have completed during that year.

Unused vacation time will not carry over into the next fiscal year. Likewise, vacation pay in lieu of time off will not be permitted. It is the responsibility of the supervisor to ensure that employees have the opportunity to use their eligible vacation time and to accurately record vacation time used in the University's electronic leave collection system. It is also the responsibility of the supervisor to monitor vacation scheduling to ensure that the department is adequately staffed to provide effective services at all times. Recognizing that an unforeseen situation may arise in the department prohibiting an employee from being able to use all of his/her accrued vacation time by fiscal year end, the division Vice President is authorized to grant the following exception to the University vacation policy:

Exception: In the event an employee is not able to take his or her remaining vacation time by fiscal year end, the employee will be permitted to carry forward up to 5 vacation days to be used during the month of July. A formal request must be prepared by the employee's supervisor providing justification for the request and approved by the division Vice President. The vacation days carried forward must be tracked manually by the department timekeeper, and the time used during the month of July must not be recorded in the Leave Collection system.

Employees are required to provide at least two (2) weeks notice if they are resigning. Employees who are terminated or employees who resign with appropriate notice will be entitled to receive pay for earned but unused vacation, provided that they have completed

the probationary/introductory period and do not owe Temple University reimbursement for days taken but not earned. At the time of employment separation, vacation time earned but not used will be paid out in an employee's final paycheck or no later than the next regularly scheduled payroll. If an employee has used more vacation time than he or she has earned when the employee's employment is terminated (for any reason), an adjustment for the overage will be made in the final paycheck, as permitted by law.

Employees covered under collective bargaining agreements are to comply with the vacation provisions specified in their respective union agreements.