

## Simmons Vacation Policy

We recognize that employees need time away from work to rest, reflect, and re-energize. This document explains the University's paid vacation benefit.

### I. WHO ACCRUES VACATION AT SIMMONS?

The following categories of Simmons employees accrue vacation:

- Regular non-faculty employees who are classified as benefits-eligible and work 20 hours or more weekly.
- Regular employees with faculty ranking who are employed as administrators (therefore classified as staff) and who work 20 hours or more per week, 12 months of the year, and who are classified as benefit-eligible.
- Faculty who, by the terms of their appointment letters, are hired to work 12-months per year and who are classified as benefits-eligible.
- Faculty who are employed on a proportional basis and work 12 months per year and who are classified as benefits-eligible.

The following categories of Simmons employees do not accrue vacation:

- Workers who hired and paid through agencies or third-parties for a specific term.
- Faculty who, by the terms of their appointment letters, are hired for 9-months, 10-months, or 11-months in an academic year.
- Temporary workers, casual workers, student workers, or other non-benefit-eligible workers.
- Adjunct faculty

## II. HOW MANY VACATION DAYS DO EMPLOYEES ACCRUE?

Specific information about vacation accruals can be found below.

Category of Employee	Work Schedule	Monthly Accrual Rate	Total Days of Vacation Time per Fiscal Year
Regular full-time benefit-eligible	12-month schedule	<p>Hired on or after April 1, 2009</p> <p>Up to 5 years of service: 1.25 days per month</p> <p>Between 5 and 20 years of service: 1.67 days per month</p> <p>Greater than 20 years of service: 2 days per month</p> <p>Hired prior to April 1, 2009: 2 days per month</p>	<p>15 days</p> <p>20 days</p> <p>24 days</p> <p>24 days</p>
	Less than 12-month schedule	<p>Pro-rated</p> <p>For every full month worked:</p> <p>Up to 5 years of service: 1.25 days per month</p> <p>Between 5 and 20 years of service: 1.67 days per month</p> <p>Greater than 20 years of service and beyond: 2 days per month</p> <p>Hired prior to April 1, 2009: 2 days per month</p>	<p>Pro-rated</p> <p>Example: 10-month employees hired on or after April 1, 2009 could accrue up to 12.5 days; new 9-month employees could accrue up to 11.25 days</p> <p>Example: 10-month employees hired before April 1, 2009 could accrue up to 20 days; 9-month employees could accrue up to 18 days</p>

Category of Employee	Work Schedule	Monthly Accrual Rate	Total Days of Vacation Time per Fiscal Year
<p>Regular less than full-time, but benefit-eligible</p> <p>Staff or administrator with faculty ranking (classified as staff)</p>	12-month schedule	<p>Pro-rated</p> <p>Example: Employees working 25 hours per week hired on or after April 1, 2009 would accrue 6.25 hours per month</p> <p>Example: Employees working 25 hours per week hired before April 1, 2009 would accrue 10 hours per month</p>	<p>Pro-rated</p> <p>Example: Employees working 25 hours per week hired on or after April 1, 2009 could accrue up to 75 hours per year</p> <p>Example: Employees working 25 hours per week hired before April 1, 2009 could accrue up to 120 hours per year</p>
<p>Regular, full-time, and benefit-eligible</p> <p>Faculty, by terms of appointment letter, work 12-months.</p>	12-month schedule	Accrue 1.83 days per month	<p>22 days</p> <p>Equivalent of 176 hours</p>
Regular, benefit-eligible faculty working on a proportional basis and by terms of appointment letter work 12-months	12-month schedule	<p>Pro-rated</p> <p>Example: A 25 hour a week faculty will earn 9.15 hours per month</p>	<p>Pro-rated</p> <p>Example: 25 hour a week faculty may earn 109.8 hours per year</p>
Union-affiliated		Your vacation accrual rate is set forth in the collective bargaining agreement in place at the time	Refer to collective bargaining agreement

When you want to use accrued vacation time, discuss your request with your manager. Your manager must approve your request in advance before you can take vacation.

All Simmons employees are responsible for tracking via the Workday system any time off requested or taken. Your manager can decline to approve a request to take vacation days if prior time-off have not been entered into the Workday system.

Although the University will strive to accommodate your request, there may be times when you may be unable to take vacation days when you have asked to do so, and you will need to take your vacation at another time. Generally, you may not use vacation time that has not yet accrued. If approved in advance, you may use vacation days for religious holidays, personal days, and other times that you desire or need to take time off from work and want to be paid for that time off.

### **III. HOW AND WHEN DOES VACATION TIME ACCRUE?**

You begin to earn vacation time when you begin working for Simmons. If you begin employment before the 15<sup>th</sup> of the month, you earn the full vacation accrual for that month. If you begin employment after the 15<sup>th</sup> of the month, you earn half of the vacation accrual for that month. While you are on a leave of absence, you do not earn any vacation time unless you are using vacation time while on leave.

New employees generally may not take vacation until they have worked in their position for at least three months. Managers may, at their discretion, make an exception to this policy and allow new employees to take vacation or unpaid time off during their first three months of employment.

### **IV. MAY I CARRY OVER UNUSED VACATION DAYS FROM ONE FISCAL YEAR TO THE NEXT?**

Yes. If you accrue vacation time, you may carry over a portion of your accrued but unused vacation days from one fiscal year to the next. If you have more accrued but unused vacation days than are permitted by the carry-over limit, you will forfeit those vacation days.

- Vacation carry-over may not exceed 10 days.
  - Part-time benefit-eligible staff may carry over up to two times their weekly scheduled hours.

### **V. WHAT HAPPENS TO MY VACATION DAYS WHEN I LEAVE SIMMONS?**

If you have accrued but unused vacation days when your employment ends, you will be compensated for the value of those accrued but unused vacation day when your employment concludes.

If you *voluntarily* resign from your employment, the value of your unused vacation day shall be paid out to you on the first regular payroll date *after* the last day of your employment.

If you are *involuntarily* terminated from your employment, the value of your unused vacation days shall be paid to you on your last day of employment.

If, at the time of your termination, you are on a paid suspension, and the University determines that it has grounds to terminate you, your accrued, unused vacation days may be used to set off any days you were suspended with pay.

Please note that:

- Exempt employees working a scheduled 40 hours/week can utilize vacation time in 4-hour increments, and exempt employees working a scheduled less than 40 hours/week can utilize vacation time in hourly increments.
- Non-exempt employees can utilize vacation time in hourly increments.
- Union affiliated employees should refer to their collective bargaining agreements.
- All vacation requests must be approved in advance by your manager before you can take vacation.
- Employees may not use any accrued time off, other than sick time, on their final day of employment.