



Procedure Number: HR008

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Rick Evans, Executive Director

Title: Vacation Accrual Cap Payout

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Last Revision: November 15, 2022

Purpose

The University Corporation recognizes that on occasion, there may be circumstances that prevents the employee from taking vacation leave. This can result in an employee who has reached the maximum vacation accrual losing additional accrued time. This policy allows for a payout when an individual has reached the vacation accrual cap.

Procedure

We will allow a payout for the following situations.

- Employee is within 16 hours of the maximum vacation cap.
- The employee is wanting to take vacation but due to business need the vacation cannot be approved. (However, this should be the last resort.)

We will do a one-time payout of vacation. The minimum payout for these exceptions will be 40 hours and the maximum payout will be 80 hours.

The payout will be an agreed upon amount between the employee and supervisor and must be approved by the Executive Director.

The employee will need to schedule a vacation as soon as allowed to make sure this is not further exacerbated.