



Procedure Number: HR009

Rick Evans

Rick Evans, Executive Director

Title: Executive Vacation Accrual

Date: March 23, 2016

Last Revision: November 15, 2022

Definition of Executive Employee:

A person with responsibility for the development and execution of University Corporation policy. Executive positions of the Corporation are the Executive Director, Chief Financial Officer, Controller, Director of Sponsored Programs, Director of Administrative Services and the Director of Business and Finance. Executive positions are approved by the Executive Committee of the Board. Executive employees are under the direction/supervision of the Executive Director of the Corporation.

Exceptions:

There may be some cases where an individual does not meet the criteria above but this executive benefit is offered in order to hire or retain the best talent. Additionally, grant or contract funded management employees may also be eligible for the Executive designation. The grant or contract must allow for the higher expense and each case will be reviewed on an individual basis. Approval of these exceptions will be at the discretion of the Executive Director and the Human Resources department will maintain a list of the employees who will accrue at the Executive rate.

Accrual Rates:

Employees in the Executive plan will accrue 16 hours of vacation accrual each month.
Part-time employees accrue vacation on a pro rata basis.

Vacation Accrual Limits:

Employees shall accrue vacation until the following maximums have been attained:

Max Carryover (Executive): 384 for 10 years or less of service (up to 120 months)
440 for more than 10 years of service (121 months+)

Upon reaching the above appropriate maximum accruals, no additional vacation shall accrue for an employee until vacation time is taken.