Information

Vacation Leave

Effective

May 1, 1992

Number

PER-4.04

Applicability

This policy applies to University Administrators and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

July 14, 2017 - addition regarding administrators is consistent with the 1972 Board of Trustee action regarding administrator leave, as stated in the most recent presidential guidance letters dated January 19, 1995 and August 6, 1998.

January 30, 2020 - minor revision to reflect policy change approved and implemented in university processes on January 1, 2019.

Revision Date(s): December 2, 2010; July 14, 2017 (effective November 30, 2017); January 30, 2020; December 11, 2020; October 19, 2021 (minor revisions); December 1, 2021 (minor edits to email); August 24, 2022 (minor edit); October 27, 2022; January 3, 2023; April 6, 2023; October 9, 2023; April 2, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; July 14, 2017; October 9, 2023

Categories

Statement:

The University of Louisville provides paid vacation leave to eligible employees.

A. Classified full-time employees accrue 10 vacation leave days during the first year of employment and one additional day per year thereafter -- to a maximum of 22 days.

B. Professional/administrative full-time employees accrue 15 vacation leave days during the first year of employment and one additional day per year thereafter -- to a maximum of 22 days.

C. Administrators are granted one-months' vacation leave. For the purpose of this policy, one month is equivalent to 22 working days per year. Vacation leave may be accrued but may not exceed 44 days without an exception from the President or his/her designee.

D. Staff members' vacation leave accrues proportionally for employees employed on any other fixed part-time basis of at least 40 percent of the normal working hours of the unit in which he or she is employed. Employees working at least 40 percent on May 1, 1992, will continue to accrue vacation leave on a proportional basis as long

as they remain on at least a 40 percent FTE.

E. Staff members will accrue vacation leave based on the percentage of time in pay status, which accrues on a pay-period basis.

F. Staff members' vacation leave may be accumulated up to three times the amount which the employee is currently eligible to accrue during a 12-month period; provided, however, that the maximum leave balance shall be two times the amount which the employee is currently eligible to accrue upon (1) carry forward from January 1 to December 31 each year, (2) transfer from one department to another department (unless the hiring department accepts the transfer of additional leave), and (3) payment upon separation from employment.

G. Regular (classified and professional/administrative) staff members must submit a request to use vacation leave in writing to their supervisor and/or unit head in advance of the leave time requested. The request should indicate the times and dates when the leave begins and the return from leave. Staff members can Request Time Off via the Absence Calendar in Workday.

H. The supervisor and/or unit head may authorize vacation leave at times convenient to the efficient operation of the department as determined by the department head.

I. Vacation leave shall not be authorized for use prior to the time it is earned and credited to the employee.

J. All vacation leave must be used prior to beginning a leave of absence without pay.

K. Whenever an employee moves from one unit to another without a break in continuous service, unused vacation leave shall be transferred to the new unit for future use, subject to the transfer provisions of Paragraph G.

L. Staff members with at least six months of continuous and creditable service who separate from employment for any reason shall be paid for unused vacation leave, unless otherwise agreed by contract between the employer and employee, in the earliest pay period possible after separation at the employee's current pay rate, subject to the limitations of Paragraph F. Administrators who separate from employment for any reason shall be paid for unused vacation leave in the earliest pay period possible after separation at the employee's current pay rate, not to

exceed 44 days.

M. Retirees may use a max of 44 days of vacation leave toward their official last day of active employment or be paid out in a lump sum (or any combination of the two).

N. Upon separation, vacation leave will not accrue following the last day worked.

Related Information:

Vacation Leave Accrual Rate Values:

Classified Hourly Employees

After Months of Service	Hours of Leave Earned Per Hour of Service
0	0.038500
12	0.042250
24	0.046125
36	0.050000
48	0.053875
60	0.057750
72	0.061500
84	0.065375

96	0.069250
108	0.073125
120	0.076875
132	0.080750
144	0.084625

Professional/Administrative Salaried Employees

After Months of Service	Hours of Leave Earned Per Hour of Service
0	0.057693
12	0.061559
24	0.065367
36	0.069232
48	0.073098
60	0.076905

72	0.080770
84	0.084636

Definitions:

http://louisville.edu/hr/policies/definitions

Forms/Online Processes:

Request Time Off via the Absence Calendar.pdf