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Policy Information

Effective Date:

January 27, 2020

Last Revised Date:

November, 2020

Policy Number:

USM 3-113

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Purpose and Summary

The University provides vacation time with pay to eligible University Staff employees. This policy outlines how vacation is earned and how it may be requested.

Scope

University Staff members who are regularly scheduled to work 20 hours or more per week (.50 FTE or more) on a fiscal-year or academic-year schedule are eligible to accrue vacation time. Those in a position designated as non-benefits eligible, limited benefits eligible, or temporary are not eligible to earn or be paid for vacation benefits.

Policy

Accrual Rates

Eligible University Staff members earn vacation hours based on the number of paid hours (up to 80) per pay period, as follows:

Maximum hours per 80-hour pay period: 6.77 hours

Vacation time earned per each hour paid: .084625

Days per fiscal year (at 80 hours worked per pay period): 22

Academic-year appointments: University Staff employed on an academic-year basis do not accrue vacation time while in non-work or unpaid status.

Vacation Requests

Vacation must be requested in accordance with departmental procedures. Supervisors are responsible for scheduling and approving vacation before it is taken and will accommodate requests as long as workload and department requirements permit. Supervisors are responsible for confirming that an employee has, or will have, the requested time available. The supervisor's approval on a timesheet constitutes approval of vacation for payroll purposes.

Carry Forward

University Staff may carry forward up to 320 accrued vacation hours from one year to the next, prorated by FTE. Vacation hours that exceed this amount will be forfeited if not used by the last day of the pay period that includes January 1.

Vacation During University Holidays

Vacation is not charged when official University holidays occur during a period of approved vacation.

Transfer

A University Staff member who moves to a new University department will retain their existing vacation balance.

Change in Vacation-Earning Status

A University Staff member who moves from a vacation-earning status to a non-vacation-eligible status will have two options. The accumulated vacation hours may be taken prior to the effective date of transfer or the University Staff member may request to be paid for a vacation balance up to the number of hours earned in one year (prorated according to their FTE and employment period).

Separation from Employment

A University Staff member who separates from employment will be paid for accumulated vacation hours not to exceed the amount earned in one year (prorated according to their FTE and employment period). The vacation payout is computed at the compensation rate effective on the last day worked. However, an ABOR-approved temporary pay reduction program shall not affect the rate of pay for purposes of this calculation.

Payment upon Death

In the event of a University Staff member's death, the surviving spouse or personal representative shall be paid for all accumulated vacation hours at the compensation rate in use at the time of death.

However, an ABOR-approved temporary pay reduction program shall not affect the rate of pay for purposes of this calculation..

Related Information*

ABOR policy 6-803. Vacation Leave [2]

University Closure Compensation [3]

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

11/2020: Revised due to change in ABOR vacation carryover.

Source

URL:<https://policy.arizona.edu/employment-human-resources/university-staff-vacation-time-policy>

Links

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499322>

[3] <http://policy.arizona.edu/employmenthuman-resources/university-closure-compensation>