



# FISK

## UNIVERSITY

*For ease of access, the below vacation policy was extracted from the employee handbook. The vacation policy can be found in the employee handbook in section K. The current vacation policy was effective July 1, 2018 and an email to campus was sent . Please review thoroughly and in its entirety.*

### **K. VACATION TIME**

Employees of the Collective Bargaining Unit should follow vacation leave procedures as outlined in the Collective Bargaining Agreement. All other employees should follow policies outlined below.

#### **FOR EMPLOYEES IN THE OFFICE OF CAMPUS SAFETY**

Vacation time is credited to regular employees, in a pay status with the University, on a fiscal-year basis, which runs from July 1 – June 30 inclusive. After successful completion of a six-month introductory period, newly hired employees shall be credited with five (5) vacation days and shall earn vacation time as follows, at the beginning of each fiscal year.

#### **Years of Service & Vacation Days Earned**

0 – 5 years:                      Five (5) working days per year.  
5 or more years:                Ten (10) working days per year.

#### **ALL OTHER EMPLOYEES**

Vacation time is earned in varying amounts for each month a full-time regular employee is in a pay status with the University. Vacation time is accrued and accounted for on a fiscal-year basis, which runs from July 1 – June 30 inclusive. After one year of completed service (at the beginning of the 13th month), newly hired employees shall be credited with five (5) vacation days and shall earn vacation time as follows, at the beginning of each fiscal year.

### **Years of Service & Vacation Days Earned**

0 – 5 years:                Five (5) working days per year.  
5 or more years:        Ten (10) working days per year.

All requests for paid time off must be made utilizing the Employees Self-Service (ESS) system through Paycom and should be made to supervisors in advance to allow for appropriate planning within the department. Supervisory approval is generally based on several factors, including operational needs and staffing requirements. Requests for paid time off may be denied when conflicting requests for time off are received or if the request falls on a University Blackout Date.

When a holiday falls within a scheduled vacation leave, the vacation period shall be extended by one day. Requests for vacation time should be submitted using a Leave Request Form that is approved by the employee's supervisor and forwarded to the Office of Human Resources for processing. Vacation leave requests should be submitted to the supervisor as far in advance as possible, so that arrangements can be made to accommodate the employee's absence from work.

Employees are encouraged to take advantage of their vacation time. Unused vacation cannot be carried over at the end of the fiscal year and will be forfeited; the employee will not receive any additional compensation for these days.

Upon termination of employment, an employee will be compensated for earned but unused vacation time up to a maximum of five (5) days or forty (40) hours, provided that the Office of Human Resources has received a written notice of resignation at least thirty (30) days prior to resignation for exempt employees and ten (10) days for -non-exempt employees.