

- I. **POLICY:** John Carroll University (JCU) provides paid vacation to benefits-eligible employees to rest and rejuvenate and to maintain a healthy and productive work environment.
- II. **PURPOSE:** To outline the requirements to be eligible for vacation and explain how vacation is accrued, requested and recorded.
- III. **SCOPE:** All full-time and part-time staff employees of John Carroll University.

IV. **DEFINITIONS:**

Full-time, Twelve (12) Month Employee: An employee who is scheduled to work on average at least thirty-seven and one-half (37.5) hours or more per week over twelve (12) months of the year.

Full-time, Ten (10) Month Employee: An employee who is scheduled to work on average at least thirty-seven and one-half (37.5) hours or more per week over ten (10) months of the year or the equivalent number of hours annually.

Part-time Employee: An employee who is regularly and consistently scheduled to work less than a full-time employee schedule (37.5 hours per week) over 10 months or 12 months of the year.

V. **ELIGIBILITY & ACCRUALS:**

- A. All **Full-Time Employees** are eligible to accrue and use a vacation date.
- B. Vacation leave is accrued on a monthly basis for each full month worked and

Regular, Full-Time Employees		
Schedule	Days per year	Days Accrued per Month
10 Month	10	.833 days
12 Month	20	

D. Part-Time Employees on a twelve (12) month schedule, who are regularly scheduled to work no less than 20 hours per week: Part-Time Employees (both Exempt and Non-Exempt) who work on a twelve (12) month per year schedule accumulate 37.5 hours of paid time off (PTO) per year that may be used for vacation, illness, or for time to attend to personal affairs for a compelling reason (e.g., school events, license renewal, car repair appointments, home maintenance emergencies, etc.).

1. PTO time is only available to 12-month part-time employees after the employee successfully completes the required probationary period.
2. PTO time accrues at the rate of 3.125 hours per month.
3. Any PTO accrued but not used will be paid-termination of employment with the University.
4. PTO time must be used within the same calendar year that it is accrued, and it does not roll over from one year to the next.

E. Part-Time Employees on a less than twelve (12) month schedule, and who are regularly scheduled to work no less than 20 hours per week: Part-Time Employees (both Exempt and Non-Exempt) who work less than a twelve (12) month per year schedule (i.e. 10-month, academic calendar only, etc.) but who are expected to work more than 20 hours per week and 500 hours in a year, may use 15 hours of PTO per year for vacation, illness or for time to attend to personal affairs for a compelling reason (e.g. school events, license renewal, car repair appointments, home maintenance emergencies etc.).

1. PTO time is only available to 10-month part-time employees after the employee successfully completes the required probationary period.
2. PTO time accrues at the rate of 1.25 hours per month.
3. Any PTO accrued but not used will be paid-termination of employment with the University.

- F. Employees may be permitted to borrow vacation time from their expected annual accrual that has yet to be earned with approval of their direct supervisor.