

Vacation Leave FAQs

1. What is the accrual schedule? Do I accrue more vacation hours with years of service? If so, how many hours are accrued per year(s) of service?
 - a. Hourly Non-exempt
 - i. Full-time non-exempt hourly staff members receive vacation on the following schedule:
 - 0 to 3 years: accrue 13 days/year
 - 3 to 5 years: accrue 15 days/ year
 - 5 to 8 years: accrue 18 days/year
 - 8 to 12 years: accrue 20 days/year
 - + 12 years: accrue 25 days/year
 - ii. Part-time non-exempt staff members, who regularly work 20 or more hours per week, receive vacation hours in direct proportion to the hours worked.
 - b. Full-time exempt and non-exempt salary staff members who have full-year appointments receive 25 work days of vacation per year.
 - i. Part-time exempt staff members who have full-year appointments and who work an equivalent of at least one-half time, receive vacation in proportion to the time worked.
2. Do I get overtime for vacation?
 - a. Vacation pay is paid at regular rates and not at overtime rates.
 - b. Non-exempt staff members must physically work over 40 hours in a work week to receive overtime pay.
3. Can I take vacation for a doctor's appt or if I am sick?
 - a. Vacation may and will be used if all sick leave has been exhausted; however, sick leave cannot be used to cover a planned vacation.
4. What is the limit of how much vacation I can accrue?
 - a. Accrued vacation is limited to the amount of vacation a staff member accrues in two years. Any vacation accrual over that limit will be lost.
5. How much vacation time will I be paid for if I resign/retire?
 - a. Upon resignation or retirement, staff members are paid for accrued but unused vacation up to a maximum amount of one year's vacation accrual.
6. Can I take less than a half day of vacation?
 - a. Hourly and salary non-exempt staff members may take as little as a 0.25 hour of vacation.
 - b. Exempt staff may take either a half or whole day.
7. What is my available balance?
 - a. Staff members can find their vacation balance within [Banner Self Service](#).
 - i. Employee tab
 - ii. Time off current balances and history

8. Can vacation time be taken before it is accrued?
 - a. Vacation cannot be taken before it is earned without permission of the appropriate division head and the director of Human Resources.
 - b. If a vacation is planned prior to employment, special permission may be given and sometimes written within an appointment letter.

9. Do I have to schedule vacation days in advance?
 - a. Supervisor must approve vacations in advance.
 - b. The amount of advanced notice is defined by department.

10. How much vacation am I allowed to take at one time? For example, if I have accrued three weeks vacation, can I take a two-week vacation?
 - a. Although the University seeks to schedule vacation at the times sought by staff members, it is not always possible to do so to accommodate the University's work cycle. Approvals of this length will be decided at the department's discretion. Departmental needs and timing may not be able to accommodate a vacation of this length.

Contact Information

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