

3359-11-03 Vacation policy for full-time 12-month faculty, other than bargaining unit faculty, contract professionals, and unclassified exempt staff.

This rule shall apply to all 12 month faculty who are not bargaining unit faculty, and it shall apply to contract professionals, and to unclassified exempt staff.

(A) General policy governing the accrual and carry-over of unused vacation leave.

(1) All full-time, 12-month faculty, contract professionals, and unclassified exempt staff may accrue a maximum of 22 paid vacation days (176 hours) each year. Vacation is accrued at the rate of 1.833 days (14.67 hours) for each calendar month of active pay status, excluding leaves without compensation. Vacation days shall include Monday through Friday, exclusive of holidays.

(2) Employees are expected to use their accrued vacation annually. Any accrued and unused vacation leave credit for prior years, up to a maximum of 44 days (352 hours), may be carried forward to the following year. However, any accrued and unused vacation leave in excess of 44 days (352 hours) shall be forfeited on June 30 of each year.

(B) Procedure governing vacation leave.

(1) To minimize interruption of services, all vacation leave must be approved by the appropriate dean or administrative department director. The use of vacation leave may be authorized in advance of accrual upon approval of the appropriate dean or administrative department director, and with final approval of the president or appropriate vice president. Upon separation from service, the employee's final pay check shall be reduced by the amount of used, but not accrued, vacation leave. The office of human resources shall establish a reporting system whereby deans or administrative directors shall report annually vacation accumulation and use for all employees under their supervision.

(2) If an individual's employment basis is changed from 12-month to 9-month, no accrued unused vacation time shall be carried over

beyond the end of the 12-month appointment.

- (C) Vacation leave upon separation of employment.
- (1) Payment for accrued and unused vacation leave shall be made only upon separation of service from the university of Akron. Such payment shall be made in a lump sum based on the rate of compensation at separation for any accrued but unused vacation leave, subject to a maximum of 22 days. If an employee dies during active pay status, the accrued and unused vacation leave for the current year, plus any accrued and unused vacation leave, up to a maximum of 22 days carried over from the prior fiscal year, shall be paid in accordance with section 2113.04 of the revised code.
  - (2) For purposes of calculating the lump-sum payment upon separation, 22 working days shall be equal to 1/12 of the annual salary of the employee.

Effective: June 25, 2007

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Statutory Authority: Ohio Revised Code Ch. 3359

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