

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

This rule shall apply to all ~~12-month~~ twelve-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~~ twelve-month faculty, contract professionals, and unclassified exempt staff (except for individuals employed in temporary positions conducting postdoctoral research) may accrue a maximum of ~~22~~ twenty-two paid vacation days (~~176~~ one hundred seventy-six hours) each year. Unclassified exempt staff employed in temporary positions conducting postdoctoral research are not eligible to accrue vacation. 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~~ forty-four days (~~352~~ three hundred fifty-two hours), may be carried forward to the following year. However, any accrued and unused vacation leave in excess of ~~44~~ forty-four days (~~352~~ three hundred fifty-two 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~~ twelve-month to ~~9-month~~ nine-month, no accrued unused vacation time shall be carried over beyond the end of the ~~12-month~~ twelve-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~~ twenty-two 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~~ twenty-two 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, ~~14~~ twenty-two working days shall be equal to ~~1/12~~ one-twelfth 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

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