



Lehigh University Human Resources Policy

Policy Number: 127
Effective Date: 9/1/1987
Revisions:
Applicability: All Staff Members

VACATION POLICY

Purpose:

Policy on vacation benefits for staff

Policy:

The University provides paid vacation to all salaried staff members on a fiscal year basis. The University's fiscal year is July 1 through June 30. Vacation is accrued from the first day of employment. Employees continue to accrue vacation during any paid periods of medical leave, such as short term disabilities or worker's compensation, up to 26 weeks.

Employees may access a portion of the anticipated fiscal year's vacation accrual before earning it. However, if the employee leaves the University, the unearned vacation advance will be deducted from the employee's final paycheck.

If an employee schedules and take more vacation time than he or she will have accrued by the end of the fiscal year, his or her pay will be docked by an amount equal to the excess vacation taken.

Vacation which was earned but unused at the end of the fiscal year may be carried forward for one year. Unused vacation earned prior to termination will be paid out to the employee a month following the employee's final paycheck. However, employees cannot be paid for more than the amount that accrued to the employee over the previous twelve months.

Vacations are scheduled at times that are mutually satisfactory to the employee and the supervisor. All vacation requests must be submitted to the employee's supervisor for approval in advance of the dates requested.

Nonexempt Staff:

If the employee is a full-time nonexempt staff member vacation will accrue according to the following schedule:

	Vacation Accrual
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Years of Service Completed	Full Time 37.5 Hours per Week	Full Time 40 Hours Per Week
Less than 5 years	75 hours	80 hours
5 to 9 years	112.5 hours	120 hours
10 to 14 years	150 hours	160 hours
15 or more	187.5 hours	200 hours

If the employee works less than a full time schedule or less than 52 weeks per year, he or she accrues vacation on a prorated basis.

Eligible Exempt Staff:

If the employee is a full-time exempt staff member working at least 40 hours per week for 52 weeks each year, the employee will accrue 22 days of vacation per year during the first through fifteenth year of service. After the employee has completed fifteen years of service, he or she will earn vacation at a rate of 25 days per year.

If the employee works less than 40 hours per week or less than 52 weeks per year, he or she accrues vacation on a prorated basis.

This policy does not apply to Exempt Staff classified as “Research Associates” or “Centennial Faculty.”

Keywords: Vacation, Paid Time Off