



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-1004	Policy Title:	Sick Leave to Vacation Conversion Policy
Effective:	Prior to 2007	Responsible Office:	Human Resources
Date Approved:	Prior to 2007	Approval:	EVP and Chief Operating Officer
Replaces Policy Dated:		Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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An employee who has a 42 day accumulation of sick leave may be allowed to trade two sick leave days to receive one day of vacation as long as their sick leave balance does not drop below 40 days. In no case would the number of converted vacation days allowed under this provision exceed five per calendar year (the employee is allowed to convert a maximum of 10 sick leave days from January 1–December 31). Employees must secure prior approval from Human Resources using the Sick Leave to Vacation Conversion Form to trade in sick days. Failure to secure this approval could result in docked pay.

Scheduling of Vacation

Sick leave converted to vacation days will be added to the employee’s regular vacation balance. As with any vacation, departmental workloads must be given priority consideration before such leave is granted. The scheduling of vacation is subject to prior supervisory approval.

RELATED POLICIES:

No related policies

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POLICY BACKGROUND:

Policy in existence prior to 2007

Non-substantive revisions made to provide clarity and revised policy name from “Bonus Vacation” on 6/25/21

Non-substantive revisions made on January 11, 2023

POLICY CONTACTS:

Chief Human Resources Officer