



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2007	Policy Title:	Staff Vacation Leave Policy
Effective:	08/01/2021	Responsible Office:	Human Resources
Date Approved:	06/14/2021	Approval:	Executive Vice President & Chief Operating Officer
Replaces Policy Dated:	09/01/2018	Responsible University Official:	Senior Associate Vice President of Human Resources

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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POLICY STATEMENT:

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Staff accrue vacation time according to the length of continuous University service:

Length of Continuous Service	Monthly Accrual	Yearly Accrual
1 month-9 years	1.25 days	15 days
9 years and 1 month-14 years	1.5 days	18 days
14 years and 1 month or more	1.67 days	20 days

Part-time employees accrue vacation time on a pro-rated basis.

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Librarians who began service at the University prior to August 1, 2021 accrue vacation at 20 days per year.

Calculation of Vacation Time Accrued:

A new employee's eligibility date for vacation accrual is based on the start date of employment. In order to accrue leave for the month, a new employee must begin work on or before the 15th of the month. Otherwise, vacation accumulates from the first day of the following month.

Eligible employees accrue vacation every pay-period as long as they are in a paid status, (e.g. regular, vacation, sick leave, holiday, etc.). Non-exempt/hourly paid employees will earn vacation based on the number of hours paid each pay period; including vacation, sick, holiday, bereavement leave, etc.

Employees continue to accrue vacation benefits, without penalty, while on paid time off. For example, jury duty, parental leave, temporary military leave, etc.

Employees on authorized unpaid leave of absence do not accrue vacation time.

Eligibility:

Staff who are regularly scheduled to work at least 1,000 hours per year (base schedule is at least 1,000 hours or more) will earn vacation each pay period they receive a pay check. The amount of vacation will be based on the hours paid in the pay period.

Eligible employees regularly scheduled to work less than 12 months per year must take vacation time during their normal work schedules.

Scheduling Vacation:

The use of earned vacation time is not automatic. Earned vacation may only be taken at times mutually acceptable to the employee and the immediate supervisor. Requests to use vacation time must be agreed to and approved in advance. Department work requirements will always be a prime consideration and the employee's supervisor will make final decisions as to when vacation may be taken.

Non-exempt employees will record their vacation time in hours, similar to worked time.

Exempt employees must take vacation time in half or full-day increments.

Employees must take eligible paid time off (sick, vacation, parental leave) prior to going on leave without pay.

Year to Year Accumulation of Vacation Time:

The maximum vacation accumulated by an employee may not exceed twice the yearly allowance. Once an employee has accumulated twice their yearly allowance, they will not accrue any additional vacation until vacation time is used and vacation balance is below two times the yearly allowance.

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Termination:

Employees who terminate University employment will be paid for unused vacation days up to the employee's yearly accrual plus five days.

POLICY BACKGROUND:

Original policy in existence prior to 2007

Non-substantive revisions in 2018. Reviewed by President's Cabinet prior to approval in August 2018.

Non-substantive revision in 2020 to add process update.

Revised policy reviewed by President's Cabinet, Academic Deans and the Benefits Committee prior to approval on 06/14/2021. Vacation accrual rates and limits changed effective 08/01/2021

POLICY CONTACTS:

Senior Associate Vice President of Human Resources