


Name of Policy: <b>Vacation</b> Policy Number: <b>3364-25-36</b> Approving Officer: <b>President</b> Responsible Agent: <b>Senior Associate Vice President and Human Resources Office Executive Vice President for Finance and Administration/CFO</b> Scope: <b>All University of Toledo Campuses</b>		 Effective date: <b>December 2, 2024</b> Original effective date: <b>August 1, 2009</b>	
Keywords: <b>vacation, accrual, benefit</b>			
	<input type="checkbox"/> New policy		<input type="checkbox"/> Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The university shall provide vacation leave for university ~~non~~<sup>bargaining unit</sup> staff employees and ~~non~~<sup>bargaining unit</sup> faculty employees with twelve month/fifty two week appointments for time off with pay for vacation under the following schedules.

(B) Purpose of policy

The purpose of this policy is to provide standardized practices and guidelines regarding earned paid time away from work.

(C) Guideline

(1) Hourly employees (~~non~~<sup>bargaining unit</sup>):

- (a) Covered employees: employees covered under this section include classified hourly (~~non~~<sup>bargaining unit</sup>) employees and unclassified hourly (~~non~~<sup>bargaining unit</sup>) employees.

(b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

Completed years of service Less than 4 years	Annual accrual	Accrual rate per pay period (based on fulltime status)	Maximum accrual	Maximum payout
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(non-bargaining unit) employees, administrative contract (non bargaining unit) employees, and faculty administration (non bargaining unit) employees.

- (b) Vacation accrual: vacation leave shall be accrued and calculated as follows:

Annual accrual	Accrual rate per pay period (based on fulltime status)	Maximum accrual	Maximum payout
one hundred seventysix hours (twenty-two days)	6.776 hours (.0847 per regular compensated hour)	three hundred fifty-two hours (forty-four days)	three hundred fifty-two hours (forty-four days)

Years of services	Annual accrual	Accrual rate per pay period (based on full time status)	Maximum accrual	Maximum payout
Hired at "UT" on or after July 1, 1993	One hundred seventysix hours (twenty-two days)	6.776 hrs (.0847 per regular compensated hour)	Three hundred fifty-two hours (forty-four days)	Three hundred fifty-two hours (forty-four days)
Hired at "UT" before July 1, 1993	One hundred ninety-two hours (twenty-four days)	7.392 hrs (.0924 per regular compensated hour)	Five hundred seventysix hours (seventytwo days)	Three hundred eighty-four hours (forty-eight days)

- (c) For purposes of determining years of service, only the last hire date with continuous employment with the university of Toledo is to be used.

(D) Additional provisions applicable to all employees and faculty

- (1) Vacation leave is accrued during the time an employee is on active pay status including holiday time, sick time and vacation time, but is not accrued while on unpaid leave of absence.
- (2) Vacation leave will not be charged for holidays or closings which are officially designated by the university.
- (3) Employees must observe the university's holiday and work schedule ~~and~~ the academic holiday and break schedule.
- (4) Scheduling of vacation is the responsibility of the supervisor/manager and will be considered for approval whenever possible provided it does not hinder the departmental operations.
- (5) A vacation holding account was defined as an account used to temporarily store vacation hours. The university utilized vacation holding accounts under special circumstances, e.g. when reducing the maximum accrual under this policy. No new vacation holding ~~ing~~ accounts may be created.
- (6) Vacation request:
  - (a) Employees intending to take vacation shall request vacation and obtain approval by the appropriate vice president, dean, director, or supervisor in advance.

(b)

- (ii) Employees with at least one year (~~fifty~~ <sup>forty</sup> weeks) of the university of Toledo service are eligible for compensation for all unused accrued vacation leave not to exceed the maximum hours indicated under this policy at their rate of pay at time of separation.
- (iii) Any eligible payment for unused accrued vacation leave will be processed within ~~twenty~~ <sup>thirty</sup> days of the last regular pay.
- (iv) Final payment for unused accrued vacation leave is not subject to retirement system contributions and is not considered compensation to the employee in determining “final average salary” for retirement. However, the final payment for unused accrued vacation leave is subject to all applicable taxes.
- (v) In no case may vacation time be added to the last day worked to extend service. The last day actually worked will be used as the last day of employment.

Approved by:

/s/

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Matthew Schroeder  
Interim President

Date: December 2, 2024

Review/revision completed by:

- Chief Human Resources Officer
- Executive Vice President for Finance and Administration  
and Chief FP Per