

3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university's leave programs provide for and encourage preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This policy applies to professional/administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (see university policy 3356-7-43, "Externally funded university positions"). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time professional/administrative staff and department chairpersons on twelve-month appointments earn 8.0 hours per pay period or one hundred ninety-two hours of paid vacation leave each fiscal year.
 - (2) Full-time staff with annual appointments less than twelve months and part-time staff with a .75 or greater full-time equivalent (FTE) earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.
 - (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
 - (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of four hundred hours.
 - (5) Employees whose vacation balance reaches four hundred hours will not accrue vacation until the balance is reduced below the four hundred hour maximum. Employees are responsible for monitoring the vacation balance.

- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of three hundred hours).
 - (7) Vacation leave accrual begins on the effective date of the initial employment. Vacation leave may be requested once the staff member has successfully completed ninety days of service, or as otherwise agreed to at the time of hiring.
 - (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work. Use of accrued vacation leave prior to effective date of separation is subject to supervisor approval based on university need including when and how much leave is requested. There will be no cash payment for accrued vacation hours made to employees separating from an externally funded position. However, the president or their designee may approve exceptions in instances where the university's grants accounting office has verified that appropriate external funds are available to cover cash payment in accordance with rule 3356-7-43 of the Administrative Code.
 - (9) Department chairpersons and other administrators holding earned rank and tenure who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment (see rule 3356-9-05 of the Administrative Code, university policy 3356-9-05, "Faculty rank and tenure for designated administrators").
 - (10) If an employee moves to a professional/administrative excluded status and their current available vacation balance exceeds the maximum, a partial payout will be made to reduce the balance such that the employee will accrue the full accrual amount in the first pay period worked in the new position.
- (D) Procedures.
- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
 - (2) The staff member will request approval from the immediate

supervisor in advance of the leave. The staff member will report the use of vacation leave, utilizing the electronic leave reporting system for the pay period in which the leave is utilized.

- (3) The supervisor approves the vacation leave as reported, utilizing the electronic leave reporting system.

Effective: 4/20/2026

CERTIFIED ELECTRONICALLY

Certification

04/08/2026

Date

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