

## **Vacation Policy – Miller School of Medicine – 6/1/2016**

### **Summary**

At the Miller School of Medicine, vacation balances for faculty are managed as follows:

1. Vacation time is “advanced” for the entire fiscal year (22 days/176 hours) on June 1. For faculty who begin mid-year, their time will be advanced on a prorated basis for the fiscal year upon employment. [Reference Schedule 1, below]
2. At the end of each fiscal year, faculty are permitted to “bank” unused days up to a maximum of 22 days, carrying them over to the following fiscal year, such that a faculty member who carries over 22 days from the prior year can have a maximum of 44 days at the beginning of any fiscal year.
3. When a faculty member leaves during the year, their vacation balance will be adjusted to reflect the time accrued for service, at the rate of 1.833 days per month. [Reference Schedule 2, below]
4. Upon separation, faculty are eligible for a payout of a maximum of one month’s vacation time (22 days).
5. In the contingency that a faculty member has expended more vacation time than they are owed, their final paycheck will be adjusted to reconcile the difference, to the extent permissible under the law.

### **Relevant section of Faculty Manual Policy on Vacation Time:**

Members of the faculty appointed on a twelve-month full-time basis are entitled to a one-month vacation, including regular student vacation periods if taken as part of this time. (Different arrangements are provided in some of the professional schools.) Individuals on a twelve-month basis appointed late in the academic year are entitled to partial vacations on the plan indicated above, proportionate to the fraction of the year served. Faculty members whose annual contract is issued for a twelve-month period may not accumulate vacation in excess of one month except in unusual cases with the approval of the Executive Vice President and Provost. To the extent that this policy varies from the Faculty Manual, such variations have been approved by the Executive Vice President and Provost.

*\*One month = 22 days = 176 hours*

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**Principle 1:** Upon hire, fulltime faculty receive 176 hours (22 days) of vacation time, assuming a June hire. They have immediate access to the full year’s balance.

Hires commencing employment in other months are provided the appropriate number of days, as prorated between their start date and the end of the fiscal year, as illustrated in Schedule 1, below:

**SCHEDULE 1: GUIDELINES FOR PRO-RATED VACATION TIME**

Hire Month	Vacation Hours	Vacation Days
June	176.00	22.00
July	161.33	20.17
August	146.67	18.33
September	132.00	16.50
October	117.33	14.67
November	102.67	12.83
December	88.00	11.00
January	73.34	9.17
February	58.67	7.33
March	44.00	5.50
April	29.34	3.67
May	14.67	1.83

**Principle 2:** At the end of the fiscal year, all unused vacation up to a maximum of 176 hours (22 days) is retained (“banked”) and as of June 1 of the next fiscal year, continuing faculty receive the full allotment of 176 hours (22 days).

**Principle 3:** The tracking of the “current year” and the “bank” will be reflected in aggregate in Workday, up to the maximum “bank” of 352 hours (176 hours plus the annual allotment of 176 hours). In practice, this will be reflected as 352 hours (44 days). In the event of a separation, a maximum of 176 hours (22 days) will be paid out as terminal vacation.

**Principle 4:** If a faculty member departs prior to the conclusion of the fiscal year, their vacation balance is adjusted on a pro-rata basis. To the extent allowed by applicable law, their vacation balances and or pay will be calculated in accordance with Schedule 2 below. If the balance reflects negative hours, monies will be deducted from the faculty member’s final paycheck.

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**SCHEDULE 2: GUIDELINES FOR PRO-RATA ADJUSTMENT OF ANNUAL VACATION ALLOTMENT**

Separation Month	Prorate Vacation Balance by subtracting (# of hours)	Equivalent Days
June	176.00	22.00
July	161.33	20.17
August	146.67	18.33
September	132.00	16.50
October	117.33	14.67
November	102.67	12.83
December	88.00	11.00
January	73.34	9.17
February	58.67	7.33
March	44.00	5.50
April	29.34	3.67
May	14.67	1.83

After applying the pro-rata adjustment, the faculty member will be paid out for the remaining balance up to a maximum of 176 hours (22 days).

**Example:** On May 31, a faculty member has 216 hours (27 days) of available vacation time (comprised of 40 hours banked from the prior year, and all 176 hours from the current year.) As of June 1, 176 hours are maintained for use in the upcoming fiscal year. An additional 176 hours will be allotted for the new fiscal year, totaling 352 hours (44 days). If the faculty member uses 80 hours (10 days) in June, reducing balance to 272 hours (34 days), and then resigns effective July 31, the terminal vacation payout would be adjusted down by 161.33 hours from 272 hours to 110.67 hours (equivalent to 13.83 days), and 110.67 hours will be paid as terminal vacation in final paycheck.