



MOLLOY UNIVERSITY

Policy # HR.317
Vacation
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
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VACATION

Molloy University grants paid vacation time to all full-time and part-time employees each year in recognition of continuous service. While every effort will be made to give employees their preferred vacation, vacation requests must be approved in advance by the employee's immediate Supervisor. Vacation eligibility is computed on a twelve (12) month year beginning July 1st and ending June 30th and may be taken any time after July 1st and prior to the next June 30th.

Vacation Entitlement

Employees become eligible and begin earning vacation after three months of continuous employment. In the first year of employment full-time employees earn .615 days per bi-weekly pay period which is credited to the employee's pay stub after the initial three-month probationary period has expired. The vacation accrual schedule increases with years of service according to the following schedule:

<u>Subsequent Years</u>	<u>Employees earn:</u>	<u>Vice Presidents earn:</u>
1 – 5 years	16 days	20 days
6 – 10 years	22 days	22 days

After the first year of employment, all days are eligible for use at the beginning of July. Employees grandfathered under the old policy maintain their 25 days/year.

Part-time and summer-off employees are entitled to a prorated share of vacation days in accordance with this schedule based on their regularly scheduled hours. An employee who uses any unearned days upon termination of employment will have their final paycheck reduced accordingly.

Scheduling Vacation Time

All vacation requests should be submitted in advance (at least 5 days) for approval. Supervisors reserve the right to approve or reject all vacation requests based on business needs. In the event that a vacation day must be taken due to an emergency, employees should notify their supervisor as soon as reasonably possible. All employees are required to verbally (email or voice mail are not sufficient) notify their supervisor or designee **as soon as possible**, but no later than 15 minutes after the start of the normal work schedule, if they are not going to be available for work.

Vacation Time Carry Over

Molloy University encourages employees to use their vacation time during the year of eligibility. There are times where efficient functioning of a department precludes the scheduling of vacation during the fall and spring semesters.

In recognition of this fact, employees are allowed to carry over no more than three weeks of the vacation time they earned during a year. Part-time and summer-off employees are entitled to carry over a prorated share of the three weeks of vacation time. The carry-over allowance is not cumulative from year to year and carried-over days must be taken before the end of the next fiscal year.

Vacation time in excess of the carry-over allowance, not taken by June 30th of each year, will be forfeited. The only exceptions granted to the forfeiture policy will be when an employee has been unable to schedule vacation time due to an extended sick leave and/or leave granted under the Family and Medical Leave Act.

Unused Vacation Time

In the event of a termination of employment, except for gross misconduct, employees will be paid for their earned but unused vacation time. Earned vacation time includes and un-used hours carried over from the previous fiscal year as well as any days earned in the current fiscal year. Although a full year's vacation allotment is posted on an employee's pay stub at the beginning of each fiscal year, hours are earned on a monthly basis.

Likewise, if any vacation time was used that had not yet been earned, the employee's final paycheck will be reduced accordingly.