



Texas Christian University Policy

Policy Number: 6.001

Subject: Vacation Policy

Effective Date: June 1, 2012

Revised: May 4, 2012

A. Policy

Vacations with pay are granted to eligible staff for the purpose of freeing them from regular duties to spend time in rest and recreation. For this reason, staff may not take salary in lieu of vacation or choose leave without pay while maintaining a vacation accrual.

B. Eligibility

All exempt and nonexempt staff employed in regular positions who work half-time or more are eligible for vacation, unless specifically excluded by employment contract. Persons who work on temporary staff or in regular positions of less than 50% FTE are not eligible for any paid vacation. Faculty do not accrue vacation time.

C. Definition

Exempt and Non-Exempt Staff

Time Worked	Vacation Earned Per Year
Full-time (40 hours per week, 12 months per year)	22 working days

Procedures to Implement Policy 6.001, Vacation

1. Vacation hours accrue monthly on a pro-rata basis in proportion to the amount of time worked. Staff who work a partial year accrue vacation on the same basis as 12-month staff during the months they work.
2. Vacation hours accrue on the first of each month. Eligible staff members who begin work on the 15th of the month or before will accrue vacation hours for that month. Eligible staff members who begin work after the 15th of the month will begin accruing vacation on the first of the month following their hire date. The maximum number of days that may be accumulated is the amount earned in one and one-half years.

3. University operations normally govern vacation periods. Vacations will be scheduled by the department head with consideration given to departmental needs and staff member's preference.
4. Department heads or supervisors should make tentative departmental vacation schedules one year in advance. Each department supervisor is responsible for insuring that:
 - vacations are scheduled and taken in accordance with this policy, and
 - proper time records are maintained according to the Fair Labor Standards Act, including the accrual and use of vacation.
5. It is a common control that employees working in positions that deal heavily with financial records, cash, accounts payable, personnel, and payroll are required to take vacation over extended periods in order to create the opportunity to surface activities which might otherwise remain undetected. Therefore, staff members who work in the above noted roles, or staff with significant purchasing authority, and members of the Chancellor's Cabinet are required to take one vacation period of no less than five consecutive working days each fiscal year. During this five consecutive vacation day period the employee on vacation may not contact the University for work purposes or access the employee's University business email.
 - To allow accrual of adequate vacation time, new employees may delay compliance until the fiscal year that begins the calendar year following date of hire. (For example, an employee who is hired in 2006 must take a vacation period of at least five consecutive days beginning with the 2007/2008 fiscal year.)
 - It will be the responsibility of department heads or supervisors to notify staff members who are promoted or transferred into positions with this requirement.
 - University holidays and weekends do not count toward satisfying the consecutive five days. If a holiday falls during the vacation period, the staff member must extend time off to use a total of five vacation days.
Sick leave for a period of five consecutive days may be used to complete a mandatory five-day leave if the individual is away from the office due to a legitimate medical reason. Sick leave of three days or more should be reported to the Human Resources office for discussion of potential Family and Medical Leave Act (FMLA) implications.
6. Scheduling and taking vacation in advance of accrual is not authorized. Time off without pay is the appropriate way to accommodate an emergency request.
7. When a University holiday occurs during a vacation, the holiday will not be counted as a day of vacation.
8. Staff members may use sick leave for illness or disability occurring while on vacation upon submission of proof of admission to a hospital during that period. In such cases, the vacation leave may not extend beyond the originally approved date. The unused portion of the vacation leave will remain in the staff member's vacation accrual for use at a future time.
9. A staff member who has no sick leave available may apply any accrued vacation benefits to time off, with pay, during an illness.

10. Terminating staff members will be paid for accrued vacation provided the term of continuous employment has been at least six months, unless specifically excluded by employment contract. Supervisors will review vacation accruals and verify that all leave taken has been submitted to payroll prior to vacation payoff.