



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

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Vacation

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Full-Time Temporary
- Bargaining Unit Employees

[Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-700. Statement of Principle. The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

Sec. 6-705. Vacation. Full-time employees are eligible for paid vacation leave. Full-time non-bargaining unit employees will accrue up to one hundred and sixty (160) hours per year, equivalent to six and fifteen hundredths (6.15) hours per biweekly pay period as vacation time provided the employee is paid for 80 hours. Applicable collective bargaining unit agreements will define full-time vacation accrual and procedures for covered employees. Vacation time will be prorated if full-time employee is paid for less than 80 hours in a pay period.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Vacation will not be available for use until after six months of full-time employment, at which time an employee can take up to the accrued vacation

credit earned. In unusual instances, the divisional vice president may approve use of accrued vacation credit before the completion of six (6) months.

- II. Vacation time is granted to full-time employees so there may be some time for rest and relaxation away from work. Employees are encouraged to use their vacation and not accrue large amounts of unused vacation time. Because of that, accumulated vacation beyond the maximum annual accrual will not be carried over into the new fiscal year (or past the anniversary date of employment for various bargaining units) without approval of the employee's vice president. For example, full-time non-bargaining unit employees may not carry more than 160 hours of vacation into a new fiscal year.
- III. Vacation time must be requested and approved in advance by the unit supervisor.
- IV. Employees on leave without pay will not accrue vacation hours.
- V. If an employee works less than 6 months, the employee automatically forfeits his/her right to all accumulated vacation leave. After six months or more continuous service, an employee will be paid for all vacation leave accrued through his/her termination date.
- VI. In case of death, payment for any accrued vacation credit shall be made to the employee's estate upon receipt of the death certificate.
- VII. Vacation time may not be used as part of proper notice of termination or retirement unless approved by the vice president.

RESPONSIBILITY

Employee: Complete and submit in advance an Excused Absence form.

Supervisor: Make decision regarding vacation request in a timely manner and inform employee.

Refer Questions To: Human Resources