

HUMAN RESOURCES Policy – Vacation policy for staff employees

This policy is applicable to all staff employees of the University of Portland, including University leadership and staff whose primary positions are not faculty or academic administrator positions.

Eligibility

Employees in full-time staff positions are eligible to accrue and use vacation time. Full-time means an employee’s work hours are 35 hours or more hours per work week. Staff employees whose hours are less than 35 hours per work week are not eligible to accrue and use vacation time; however, certain part-time employees who were allowed to accrue and use vacation time before the effective date of this policy will continue to accrue vacation time at a proration of their weekly hours divided by 40 hours.

On and after the effective date of this policy, any full-time employee who changes to a position with less than full-time hours will not be eligible to accrue vacation time. However, the University may make an exception at the University’s discretion in certain cases such as situations involving mandatory furloughs.

Accrual Rates

Vacation time is earned beginning on the start date of full-time employment. Accrual rates are based on years of service as a full-time employee. Each month in which a full-time employee is paid for 11 days or more counts as continuous employment for purposes of accruing vacation.

Period of Full-Time Employment	Accrual Rate
Date of hire as full-time employee to end of 4th year	Accrued at rate of 10 days for year. For example, for a 35 hour per work week employee, this is an accrual rate of 70 vacation hours per year period, and for a 40 hour per work week employee, this is an accrual rate of 80 vacation hours per year period.
Start of 5th year as full-time employee to end of 8th year	Accrued at rate of 15 days for year. For example, for a 35 hour per work week employee, this is an accrual rate of 105 vacation hours per year period, and for a 40 hour per work week

Period of Full-Time Employment	Accrual Rate
	employee, this is an accrual rate of 120 vacation hours per year period.
Start of 9th year as full-time employee and beyond	Accrued at rate of 20 days for year. For example, for a 35 hour per work week employee, this is an accrual rate of 140 vacation hours per year period, and for a 40 hour per work week employee, this is an accrual rate of 160 vacation hours per year period.

Employees at the senior administrator level start accruing 20 days per year, equal to 160 hours per year, from the start date in a position at the senior administrator level.

Certain part-time employees who were allowed to accrue and use vacation time before the effective date of this policy will continue to accrue vacation time at a proration equal to their regular assigned weekly hours divided by 40 hours. If a part-time employee's weekly hours fluctuate, the weekly hours used will be the average across all 52 weeks of the year based on the total maximum work hours approved for the 52 weeks.

Part-year employees will accrue vacation time at a proration that reflects their part-year assignment. For example, a part-year employee who has an assignment of 39 weeks per year will accrue at a proration of 39 weeks divided by 52 weeks, and a part-year employee who has an assignment of 44 weeks per year will accrue at a proration of 44 weeks divided by 52 weeks.

Generally, if any full-time employee receives an additional assignment or work outside their primary position's assignment, additional vacation time will not be provided based on the additional assignment or work.

Maximum Amounts Applied to Accrual and Payout

The limit, i.e., cap, on the amount of vacation time that is eligible for accrual is set out below.

Also, the limit, i.e., cap, on the amount of vacation time that is eligible for payout at the end of employment is set out below. At the end of employment, an employee will be paid out their accrued and unused vacation time subject to the limits set out here.

Period of Full-Time Employment	Limit on Vacation Accrual	Limit on Vacation Pay Out
Date of hire as full-time employee to end of 4th year	30 vacation days, which is equivalent to three years of accrual. For example, this is 210 vacation hours for 35 hour per week employees and 240 vacation hours for 40 hour per week employees.	20 vacation days, which is equivalent to two years of accrual. For example, this is 140 vacation hours for 35 hour per week employees and 160 vacation hours for 40 hour per week employees.
Start of 5th year as full-time employee to end of 8th year	45 vacation days, which is equivalent to three years of accrual. For example, this is 315 vacation hours for 35 hour per week employees	30 vacation days, which is equivalent to two years of accrual. For example, this is 210 vacation hours for 35 hour per week employees

Period of Full-Time Employment	Limit on Vacation Accrual	Limit on Vacation Pay Out
	and 360 vacation hours for 40 hour per week employees.	and 240 vacation hours for 40 hour per week employees.
Start of 9th year as full-time employee and beyond	60 vacation days, which is equivalent to three years of accrual. For example, this is 420 vacation hours for 35 hours per week employees and 480 vacation hours for 40 hours per week employees.	40 vacation days, which is equivalent to two years of accrual. For example, this is 280 vacation hours for 35 hour per week employees and 320 vacation hours for 40 hour per week employees.

Regarding the cap or limits on payout of vacation time at end of employment, employees cannot try to get around this cap by using significant amounts of vacation time near the end of their employment. So, employees must be working during their final four weeks of employment unless approved otherwise by Human Resources. Also, if an employee seeks to use five or more days of vacation time during their final four weeks of employment, this must be brought to Human Resources for approval before the vacation time is taken.

[Procedures for Use of Vacation Time](#)

An employee’s use of vacation time needs to be approved in advance by the employee’s supervisor. Generally, an employee should ask a supervisor for approval to use vacation time about a week or more before the start of vacation absences. The employee’s supervisor has discretion to deny an employee’s request to use vacation days; generally, such denial should be based on operational needs related to the employee’s position and/or department, lack of sufficient notice before the start of the requested vacation time, or other reasonable basis. If a supervisor or employee has questions in this area, they should contact Human Resources at hr@up.edu or (503) 943-8484.

An employee must enter all vacation time used in 15 minute increments into the timesheet in Self Service Banner. If use of vacation time occurs after the deadline for a timesheet, the employee should email that information to payroll@up.edu.

Please note, vacation time can also be used during leaves of absences approved by Human Resources. More information about this is at www.up.edu/hr/current-employees/leaves. There may be certain exceptions to employee self entry provided by Human Resources when an employee is on leave.

Additional Information

This policy may be subject to additional policies of the University such as, but not limited to, the *Receipt of Benefits During Leave – Staff* policy. If any part of this policy is not consistent with legal requirements, the University will follow applicable legal requirements.

** This policy is effective as of September 1, 2020.*

*** This policy was approved by the PLC as of August 27, 2020.*