



## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: VACATION ACCRUAL AND UTILIZATION**

**POLICY NUMBER:** 00014

**REVIEWED & REVISED:** 05/01/2012

**POLICY:**

All eligible employees shall accrue vacation days with pay effective upon their hire date. An employee must work a least 50% (20 hrs. a week) to be eligible to accrue vacation time. To insure the operation of each department and continuity of patient care, all supervisor and Principle Investigators have the right to limit the number of employees who will be permitted to be on vacation at anytime, as well as deciding vacation periods and vacation scheduled changes.

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

Vacations are provided to employees for the express purpose of providing time away from work for the health and welfare of the employee.

**PROCEDURES:**

**Vacation Accrual**

Vacation earned must be taken in the year in which it is earned. Vacation with pay for full-time employees is earned as follows:

0 – 4 Years of Service	15 working days (10 hours/month)
5 – 9 Years of Service	20 working days (13-1/3 hours/month)
10+ Years of Service	25 working days (16-2/3 hours/month)

Vacation requests should be submitted in writing (Request for Time Off form) or via automated time system to the work unit supervisor for approval at least two weeks before vacation may be taken.

Part time employees who regularly work twenty (20) or more hours per week shall be eligible for vacation according to the above schedule on a pro rata basis. Temporary and seasonal employees are not eligible for vacation days. An employee will not accrue vacation hours while on an unpaid leave.

**Vacation Balance Carryover**

As of December 31<sup>st</sup> of each year, employee vacation carryover will decrease by one week:

<u>Year</u>	<u>Maximum Vacation Carryover</u>
2011	120 hours (3 weeks)
2012	80 hours (2 weeks)
2013	40 hours (1 week)

**Vacation Payout**

At the time that your employment with Hektoen ends your vacation balance will be payout on your last paycheck, if the grant project that you are working from has the funds to do so.

Approved by:  Date: 4/25/12  
Job Title: ADMINISTRATOR