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**Introduction**

RIT understands how important it is to balance both your career and personal life. We have developed a total compensation package that includes paid time-off for all regular full-time, extended part-time, and part-time employees.

**Vacation**

Regular full-time, extended part-time, and part-time staff employees and 12-month faculty are eligible for paid vacation. This summary does not apply to faculty members on 9½ month contracts; they observe the school break schedule established for the academic year.

Eligible employees earn vacation during the fiscal year (July 1 – June 30); it is not front-loaded at the beginning of the fiscal year or on the date of hire. Use of vacation is subject to supervisor/manager approval.

Beginning the July 1 after the employee’s hire date, vacation is earned during the fiscal year on a monthly basis at a rate of 1/12 the annual fiscal year vacation amount. Vacation is earned in any month in which an eligible employee is employed for 15 or more days. The amount of vacation earned annually is dependent upon an employee’s length of service and employment category, as outlined in the chart below. In addition, the total vacation time is based on the employee’s standard weekly hours. For example, an exempt employee who has been employed for less than 5 years, whose standard weekly hours are 40, and who is scheduled to work 12 months per year, would have 3 weeks of vacation, at 40 hours for each week.

For employees who are scheduled to work 12 months per year, who are non-exempt, extended part-time, or part-time, the number of hours of vacation per fiscal year is the number of vacation weeks as shown in the Vacation Eligibility Chart below multiplied by the number of the employee’s standard weekly hours.

*For example, a non-exempt employee eligible for 2 weeks of vacation who is scheduled to work 35 hours per week, 52 weeks per year will have 70 vacation hours each fiscal year (35 hours x 2 weeks = 70 vacation hours per fiscal year).*

*For example, an extended part-time exempt employee eligible for 3 weeks of vacation who is scheduled to work 25 hours per week, 12 months per fiscal year, will have 75 vacation hours each fiscal year (25 hours x 3 weeks = 75 vacation hours per fiscal year)*
### Vacation Eligibility Chart

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>Annual Vacation Prior to 5th Anniversary (pro-rated in 1st year of hire, if hired after July 15th)</th>
<th>Annual Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5th Anniversary</td>
</tr>
<tr>
<td>12-month faculty(1)</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Exempt staff(2)</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Non-exempt staff(2)</td>
<td>2 weeks</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

(1) Faculty members on 9.5-month or 11-month contracts follow Policy E4.0, Faculty Employment Policies.

(2) Beginning August 1, 2012, new hire staff employees will have pro-rated vacation if they are scheduled for less than 12 months per year; in addition, an existing employee who transfers into a less than 12-month position or who reduces their schedule will also have pro-rated vacation.

The monthly vacation accrual increases according to the Vacation Eligibility Chart above. The monthly accrual will increase beginning the first of the month on or after the employee’s anniversary date of their date of hire (or adjusted date of hire, if a rehire). For example, if the anniversary date is October 1, the vacation accrual increases October 1; if the anniversary date is October 2, the vacation accrual increases November 1.

### Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year

Effective August 1, 2012, vacation will be pro-rated for new hires and for existing employees who change jobs if scheduled for less than 12 months per fiscal year for exempt employees and less than 52 weeks per fiscal year for non-exempt employees. Staff employees who are scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered under the previous benefit and will not have pro-rated vacation time, as long as they stay in that grandfathered position.

For example, a non-exempt employee eligible for 2 weeks of vacation who is scheduled to work 35 hours per week, 44 weeks per year will have 59.23 vacation hours each fiscal year.

\[
\text{44 weeks / 52 weeks} = .85 \text{ pro-ration factor} \\
\text{35 x 2 = 70 hours x .85 = 59.23}
\]

For example, an exempt employee eligible for 3 weeks of vacation who is scheduled to work 40 hours per week, 10 months per fiscal year, will have 12.45 vacation days each fiscal year.

\[
\text{10 months / 12 months} = .83 \text{ pro-ration factor} \\
\text{40 x 3 = 120 hours x .83 = 99.6 hours or 12.45 days}
\]

### Earning Vacation

An eligible employee earns 1/12 of the annual vacation each month, provided the employee is employed 15 or more days in the month. An employee may take vacation time before it is earned, with supervisor/manager approval.

Non-exempt employees earn 1/12 of the annual vacation hours the 16th of each month and they will be able to view their remaining vacation time through Oracle employee self-service on the online payslip. The accrual will take place based on the pay period end date, NOT the check date.
For example, the 8/15/14 paycheck will NOT show the August vacation accrual because the pay period end date is 8/7/14. The accrual will calculate and show in the next paycheck, 8/29/14.

Any vacation that is carried over from the prior fiscal year will show in the balance amount (see the section called Vacation Carry–Over for details on how this works). As an employee takes vacation, the balance will decline. It is important to understand that a person could see a negative balance since the employee may take vacation time before actually earning it.

For example: full-time employee works 40 hours a week and receives 2 weeks, or 80 hours, vacation each fiscal year. Therefore, the monthly accrual is 6.67 hours per month (1/12 of 80 hours). If the person takes one week of vacation at the end of August, he/she has earned 13.33 vacation hours and has taken 40 vacation hours, so the online payslip will show 26.67 negative vacation hours (13.33 hours earned less 40 hours taken). This example assumes there was no vacation carry over.

Exempt employees also earn 1/12 of the annual vacation each month but it is not shown in Oracle. Vacation time should be tracked in each department; check with your supervisor/manager for details.

Vacation Increase During the Fiscal Year - The monthly vacation accrual increases according to the Vacation Eligibility Chart. The monthly accrual will increase beginning the first of the month on or after the employee’s anniversary date of their date of hire (or adjusted date of hire if a rehire). For example, if the anniversary date is October 1, the vacation accrual increases October 1; if the anniversary date is October 2, the vacation accrual increases November 1.

**Example #1:** exempt employee’s 5th year anniversary falls on November 1 and the employee is scheduled for a 5-day, 40 hour week, 12 months per year. Fiscal year vacation is earned based on 3 weeks (15 days) of vacation from July – October, then earned based on 4 weeks (20 days) for remainder of fiscal year. The fiscal year accrual will be as follows:

- July – October – each month earn 1/12 of 15 days per year, or 1.25 days per month (4 months x 1.25 = 5 days)
- November – June – each month earn 1/12 of 20 days per year, or 1.67 days per month (8 months x 1.67 days = 13.36 days)
- Total for fiscal year is 18.36 days

**Example #2:** non-exempt employee’s 20th year anniversary falls on February 1 and the employee’s standard weekly hours are 40 and the employee is scheduled for 52 weeks per year. Fiscal year vacation is earned based on 4 weeks of vacation (160 hours) from July – January, then earned based on 5 weeks of vacation (200 hours) for remainder of fiscal year. The fiscal year accrual will be as follows:

- July – January – each month earn 1/12 of 160 hours per year, or 13.33 hours per month (7 months x 13.33 = 93.31 hours)
- February – June – each month earn 1/12 of 200 hours per year, or 16.67 hours per month (5 months x 16.67 hours = 83.35 hours)
- Total for fiscal year is 176.66 hours

**Using Vacation**

Employees should schedule their vacation in advance and obtain supervisor/manager approval. Earned, unused vacation time will be forfeited at the end of the fiscal year except as described in the Vacation Carry-Over section below.
For non-exempt employees, earned, unused vacation time may be used to extend paid sick/personal time after an employee’s sick/personal leave benefits are exhausted, with supervisor/manager approval. Earned, unused vacation time may also be applied to supplement Workers’ Compensation or short-disability pay when the amount is less than full pay. The vacation time to supplement is used in the amount needed to supplement. For example, if you are receiving the 80% STD benefit and supplement with vacation time, you will use 20% of a day to supplement.

For 12-month faculty and exempt employees, the individual department is responsible for controlling, recording, and monitoring vacation usage and vacation carry-over (described below). For non-exempt employees, vacation usage and carry-over hours are tracked through RIT’s time keeping system.

**Vacation Carry-Over**

Vacation is provided as a benefit to employees to allow for employees to relax, rejuvenate and enjoy “non-work” activities. All employees are, therefore, encouraged to utilize their annual vacation in the year in which it is earned. There may be times, however, when this is not possible due to work schedules and/or personal plans. For these situations, RIT provides a vacation carry-over provision of up to one-half of the year’s earned vacation. The carry-over is based only on the current year’s earned vacation; any carry-over from the prior fiscal year is not included in determining the amount.

**Example:** regular full-time employee earns 3 weeks per fiscal year (15 days) and carried over 5 from the prior fiscal year:

<table>
<thead>
<tr>
<th>Vacation earned</th>
<th>15 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carried Over</td>
<td>5 days</td>
</tr>
<tr>
<td>Total for Year</td>
<td>20 days</td>
</tr>
<tr>
<td>Less: Used</td>
<td>11 days</td>
</tr>
<tr>
<td>Remaining</td>
<td>9 days</td>
</tr>
<tr>
<td>Carry Over</td>
<td>7.5 days (½ of annual accrual of 15 days)</td>
</tr>
<tr>
<td>Forfeit (lose)</td>
<td>1.5 days</td>
</tr>
</tbody>
</table>

The maximum carry over is one-half of the annual vacation accrual amount in effect as of June 30. For example, if an employee’s 20th anniversary falls within the fiscal year, the maximum carry over will be 2.5 weeks (one-half of the 5 weeks).

It is important that the correct carry over amount be reported. The vacation carry over is a financial obligation of the university that must be reported on RIT’s financial statements.

**Non-Exempt Employees:** Since RIT uses its HR/Payroll system for reporting and tracking vacation time, non-exempt employees and their supervisors/managers do not need to take any additional steps for the vacation carry over process. It is an automatic process.

**Exempt Employees:** Exempt employees will enter their vacation carry over amount in RIT’s HR/Payroll system through Employee Self Service. Supervisors/managers will confirm the carry over time entered. The entry and confirmation must be completed on or before June 30 of each year. If the entry and confirmation are not completed by June 30, there will be no carry over.
There are very rare and unique circumstances when an employee has been on short-term disability, workers compensation, and/or FMLA, in which an exception to carry over more than one-half the annual accrual will be made. Items that would be considered include, but are not limited to the following:

- Duration of the absence
- Timing of the absence
- Departmental operations
- Planned vs. unplanned disability/FMLA
- Planned vs. unplanned vacation

The employee’s manager/supervisor should contact the appropriate Human Resources Services Manager no later than June 15 of the fiscal year to review the facts and circumstances.

**Vacation Calculation at Termination**
Staff and 12-month faculty will be paid for any earned, unused vacation time as soon as administratively possible after termination of employment. Employees must work through the 15th of the month in order for that month to be included in the accrual calculation.

**Illness During Vacation**
If an employee becomes ill or is injured during a scheduled vacation, the time off can be counted as sick/personal leave (non-exempt employees) and salary continuation (exempt employees). You should report this change to your supervisor/manager the first day you report back to work.

**Vacation During University/Building Closing**
If the university closes or a building closes for the day, opens late, or closes early (e.g., Chase Corporate Challenge, weather-related, power outage in a building) when an employee is off for a scheduled vacation, the time off will be counted as vacation time.

**Vacation Eligibility During Disability**
Vacation is earned during short-term disability periods. When a disability crosses over into a new fiscal year, the employee may not use the new fiscal year’s vacation accrual until he/she returns to work.

**Vacation Eligibility During Leave of Absence**
When an employee is on an approved leave of absence, the vacation accrual will be based on the rules for that type of leave. Refer to the Institute Policies and Procedures on the HR website ([www.rit.edu/HumanResources](http://www.rit.edu/HumanResources)) for details. When a leave of absence crosses over into a new fiscal year, the employee may not use the new fiscal year’s vacation accrual until he/she returns to work.

**Vacation Credit upon Change in Status or Change in Work Schedule**
An employee’s vacation accrual will be changed for a change in employment status (e.g., extended part-time to full-time) or a change in work schedule (e.g., standard weekly hours change from 37 hours to 40 hours). If the change is effective before the 15th of the month, the change will be effective in the month of the change. If the change is effective after the 15th of the month, the change will be effective the following month.

**Vacation Credit upon Rehire**
When a former regular employee is rehired into a regular position, the employee is given vacation accrual in accordance with the adjusted date of hire. Similar to all new hires, during the first year of rehire, vacation is pro-rated according to the amount of time the employee will be working during the fiscal year.
**Holiday/Vacation Policy**
If a University holiday falls on a day that an employee is scheduled to work and it is during an employee’s scheduled vacation, the day will be paid as a holiday not vacation.

**Vacation and Retirement Transition Program**
Employees participating in the Retirement Transition Program continue to be eligible for vacation time. The amount of vacation will be pro-rated based on the work schedule while on Retirement Transition.

If the employee works the entire fiscal year (12 months if exempt or 52 weeks if non-exempt), the employee would be entitled to the same number of weeks of vacation they had prior to being in the Retirement Transition Program. They will simply have fewer days/hours of vacation time. For example, if the employee is scheduled 20 hours per week (had been 40 before Retirement Transition) and the employee is eligible for four weeks of vacation, the employee will have four 20-hour weeks of vacation instead of four 40-hour weeks of vacation.

If the employee works the less than entire fiscal year (less than 12 months if exempt or less than 52 weeks if non-exempt), the vacation time will be pro-rated as explained in the section titled Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year.

**Vacation for Faculty Who Move From 12-Month Position to a Less Than 12-Month Month Position**
While working in a 12-month position, a faculty member earns vacation according to the Vacation Eligibility Chart. If the faculty member moves to position which is less than 12 months per year, the earned, unused vacation should be paid out. The vacation information should be reported on the Employee Action Form (EAF) that the department completes for the job change. If the change is effective July 1, the EAF should be received in Human Resources in time for the vacation payout to occur with the June 30 paycheck.

**Holidays**
RIT generally observes eleven paid holidays per year: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas, and four RIT-designated holidays; the RIT-designated holidays dates are determined annually, but are generally used to close RIT between December 25 and January 1 of each year. The Human Resources Department issues the holiday schedule annually.

If a holiday falls on a Saturday, RIT will generally close the preceding Friday. If a holiday falls on Sunday, RIT will generally be closed on the following Monday, with the exception of the Christmas and New Year holidays. Observance of the Christmas and New Year holidays are established annually.

Exempt staff who are scheduled to work 12 months per year, non-exempt staff who are scheduled to work 52 weeks per year, and 12-month faculty will have holiday time will be based on the employee’s standard weekly schedule. Therefore, the number of hours of holiday time per fiscal year is the standard hours per week multiplied by a factor of 2.2 (if RIT designates a special one-time holiday in a fiscal year for a total of 12 holidays, the factor would be 2.4).

- **Example 1 (full-time):** Standard weekly hours = 40
  Holiday leave = 40 x 2.2 = 88 hours per fiscal year

- **Example 2 (extended part-time):** Standard weekly hours = 20
  Holiday leave = 20 x 2.2 = 44 hours per fiscal year
**Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year**

Effective August 1, 2012, holiday time will be pro-rated for new hires and for existing employees who change jobs if scheduled for less than 12 months per fiscal year for exempt employees and less than 52 weeks per fiscal year for non-exempt employees. Employees who are scheduled to work less than 12 months per year as of July 31, 2012 will be grandfathered and will not have pro-rated holiday time.

**For example**, a non-exempt employee scheduled to work 35 hours per week, 44 weeks per year will have 65.45 holiday hours each fiscal year.

\[
\frac{44 \text{ weeks}}{52 \text{ weeks}} = 0.85 \text{ pro-ration factor} \\
35 \times 2.2 \text{ holiday factor} = 77 \text{ hours} \times 0.85 = 65.45 \text{ holiday hours}
\]

**For example**, an exempt employee eligible who is scheduled to work 40 hours per week, 10 months per fiscal year, will have 73.04 holiday hours each fiscal year.

\[
\frac{10 \text{ months}}{12 \text{ months}} = 0.83 \text{ pro-ration factor} \\
40 \times 2.2 \text{ holiday factor} = 88 \text{ hours} \times 0.83 = 73.04 \text{ hours or 9.13 days}
\]

**Holiday Hours for Non-Exempt Employees**

For non-exempt employees, the annual holiday hours will be pre-loaded in RIT’s time keeping system (Kronos) on July 1 each year based on their standard weekly hours; as employees use their holiday time, the holiday hours balance will decline (similar to sick/personal leave).

If the holidays falls on a scheduled workday, the employee will have the day off and will be paid for the regularly scheduled hours for that day. If the holiday falls on a day that is not a scheduled workday, the employee will not receive holiday pay for that day.

Holiday hours will automatically populate for regular full-time employees; if a regular full-time employee’s regular schedule is not a standard work week (employee does not work the same number of hours each day and/or does not work a regular Monday-Friday workweek), the supervisor must adjust the pre-populated hours. In addition, supervisors must key the appropriate number of hours for regular part-time and regular extended part-time non-exempt staff (holiday hours do not automatically populate).

For employees who do not work the same number of hours each day and/or do not work a regular Monday-Friday workweek, use the holiday calculator found on the HR website in the holiday section at www.rit.edu/benefits to help plan holiday time for the entire fiscal year. This planning is important because, depending on an employee’s schedule, there may be holiday hours remaining after Memorial Day (the last holiday of the fiscal year) or there could be fewer hours than is regularly paid for the Memorial Day holiday. If there are hours remaining after Memorial Day, the employee should use that time in May or June and should be reported as Holiday time.

Any remaining Holiday Hours as of June 30 will not carry over; they will be forfeited. Therefore, it is important for supervisors/managers and employees to keep track of this information.

**Holiday Pay During Short-Term Disability, FMLA, Workers Compensation and Other Leaves**

Employees on short-term disability, FMLA, Workers’ Compensation, or any type of leave of absence are not eligible for holiday pay during the leave. The unused holiday time is not available in the future.

**Holiday on an Employee’s Non-Work Day**

If an RIT-observed holiday falls on a day that is not a regularly scheduled day for a regular full-time, extended part-time or part-time employee, the employee will not receive holiday pay for that day.
**Working on the Observed Holiday**

Non-exempt (hourly) staff employees who are required to work on an RIT-observed holiday that falls on a scheduled workday, receive 1½ times the base hourly rate for the hours actually worked, and also receive straight time holiday pay for the hours they are normally scheduled to work.

For RIT-observed federal holidays (i.e., New Year’s Day, Independence Day, and Christmas Day) that fall on a Saturday or Sunday, the observance day will not coincide with the date of the actual holiday (e.g., if Independence Day falls on a Saturday, the RIT observance generally occurs on Friday, July 3).

- When this situation occurs for Independence Day when it falls on a Saturday, and the employee works on the actual holiday (July 4), the employee receives the regular hourly rate for hours worked on the actual holiday and straight time holiday pay for the observed holiday.
- When this situation occurs for Independence Day when it falls on a Sunday, and the employee works on the actual holiday (July 4), the employee receives Sunday Premium pay (1½ times the base hourly rate) for hours worked on the actual holiday and straight time holiday pay for the observed holiday.
- When this situation occurs for New Year’s Day and Christmas Day, and the employee works on the actual holiday (January 1 and December 25), the employee receives 1½ times the base hourly rate for hours worked on January 1 and December 25. The employee will also receive straight time holiday pay for the observed holiday.

If an employee works on an RIT-observed holiday but it is not a day that the employee is regularly scheduled to work, the employee will receive 1½ times the base hourly rate for the hours actually worked; this time worked does count towards the weekly overtime calculation.

The employee should record in Kronos the actual hours worked. Holiday hours will automatically populate for regular full-time employees; if a regular full-time employee’s regular schedule is not a standard work week (employee does not work the same number of hours each day and/or does not work a regular Monday-Friday workweek), the supervisor must adjust the pre-populated hours. In addition, supervisors must key the appropriate number of hours for regular part-time and regular extended part-time non-exempt staff (holiday hours do not automatically populate).

Exempt (salaried) staff employees who are required to work on an RIT-observed holiday may take another day off during the fiscal year in exchange for the holiday worked. There is no additional pay.

**Holiday/Vacation Policy**

If a holiday falls during an employee’s scheduled vacation, the day will be paid as a holiday and not vacation.

**Religious Holidays**

Days of religious observance or special religious holidays may be granted without pay to employees who request them. The employee should request the time off in advance to the supervisor/manager. Exempt and non-exempt employees can use vacation time and non-exempt employees can use sick/personal leave in order to be paid for the time off for religious holidays.

**If You Have Questions**

If you have any questions about Sick/Personal Leave, Salary Continuation, or the Grandfathered Sick/Personal Leave Bank, or Holidays, contact the RIT Human Resources Department.