



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Vacation Leave Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Faculty (12-Month)  
Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Kentucky State University (KSU) recognizes that periods of time away from the workplace contribute to the health and well-being of employees.

**DEFINITIONS:****Full-Time Employees**

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

**Twelve-Month Faculty Employees**

Twelve-month faculty employees are full-time faculty members who receive 12-month appointments and are not eligible for the three-month break afforded to 9-month faculty employees.

## APPLICATION:

Full-time staff employees and 12-month faculty employees are granted paid vacation time in accordance with the terms of this policy.

Vacation leave accrual begins upon hire and becomes available for use after an employee successfully completes his or her 90-day introductory period.

## PROCESS:

Vacation leave may be used for vacations or personal reasons. Leave may only be taken at times agreed upon by an employee and his or her applicable supervisor, and all leave must be approved in advance. Vacation leave may be denied when a supervisor believes that an employee's absence would unduly affect the efficient functioning of a department or unit. However, approval of vacation leave may not be arbitrarily withheld or withheld without a justifiable, articulable reason.

The responsibility for administering this policy is delegated to each supervisor, who shall approve and report an employee's vacation leave using KSU's approved time and attendance software.

The amount of paid vacation leave a full-time employee accrues in a given fiscal year is based on his or her length of service.

The table below details the rates of accrual:

<b>YEARS OF SERVICE</b>	<b>LEAVE ACCRUED</b>
0–5 years	15 days annually
6–14 years	20 days annually
15 years or more	25 days annually

For employees who work 37.5 hours per week, annual leave may be carried forward from one fiscal year to the next according to the following rates:

<b>YEARS OF SERVICE</b>	<b>MAXIMUM CARRY-FORWARD AMOUNT</b>
0–5 years	35 days; 262.5 hours
6–14 years	35 days; 262.5 hours
15 years or more	40 days; 300 hours

For employees who work 40 hours per week, annual leave may be carried forward from one fiscal year to the next according to the following rates:

<b>YEARS OF SERVICE</b>	<b>LEAVE ACCRUED</b>
0–5 years	35 days; 280 hours
6–14 years	35 days; 280 hours
15 years or more	40 days; 320 hours

Any leave in excess of the above-mentioned maximum carry-forward amounts shall be converted to sick leave at the end of each fiscal year.

### **Use of Vacation Leave**

Exempt employees earn vacation leave on a bi-weekly basis. Employees who are in an unpaid leave of absence do not earn vacation leave during that period of absence. For the purposes of this policy, a leave of absence is an unpaid period lasting ten (10) or more working days.

Non-exempt employees earn vacation leave on a bi-weekly basis. Vacation leave is accrued based on the number of hours a non-exempt employee actually worked, the number of years of service, and his or her pay status. Accrual rates will be based on no more than eighty (80) hours per pay period.

Vacation leave shall only be taken after it has been accrued and in increments of no less than .25 hours when approved.

An employee on paid vacation leave who become ill or injured while on vacation may substitute sick leave during the period of temporary illness by presenting a health provider's written confirmation of the illness or injury to his or her supervisor. The employee is responsible for obtaining a health provider's confirmation and for making all necessary adjustments using KSU's approved time and attendance software.

Employees are charged vacation leave only for days that they would have otherwise worked and received pay. If a KSU holiday is observed during a period in which an employee is on paid vacation leave, he or she will not be charged vacation leave for the holiday.

Employees who transfer from one KSU department to another shall retain his or her accrued vacation leave.

Employees who retreat to an ineligible position (e.g., retreating from an administrative academic appointment to a standard 9-month faculty position) shall be paid out accumulated vacation leave, not to exceed one (1) year's accrual of his or her annual vacation leave allowance.

Accumulated vacation leave may be used for sick leave when an employee has expended his or her entire sick leave balance. In such cases, the requirement for advance approval of vacation leave shall be waived.

All employees are required to resume work on the scheduled day of return from vacation leave. Late resumption of work without advance notification and prior approval by an applicable supervisor will be considered by KSU to be an unexcused absence from work without pay. Such absence may also be subject to disciplinary action, up to and including termination of employment.

### **Accrued Vacation Leave Upon Separation of Employment**

Accrued vacation on record at the time of an employee's resignation will be granted or paid out only if the employee has been continuously employed by KSU for at least six (6) months and has provided advance written notice of their intent to resign. Employees with supervisory responsibilities are expected to provide four (4) weeks' notice, while employees without supervisory responsibilities are expected to provide two (2) weeks' notice. However, to receive a payout of accrued vacation leave, an employee must provide at least two (2) weeks' notice.

An employee who gives notice of his or her intent to resign cannot use accrued vacation leave to meet the notice period requirements without prior written approval from the Director of Human Resources (HR). However, an

exception to this rule is provided to individuals who are on certified medical leave immediately prior to the separation of employment.

All payments for accumulated vacation leave shall be paid in a lump sum, which shall be included on an employee's last payroll check (or the next available payroll check if the payroll cycle closed prior to inclusion of the payout).

Employees are eligible to receive a vacation leave payout in an amount equal to the current balance of vacation leave they have accrued as of the dates of their separations; however, employees are only entitled to receive payment for up to one (1) year's accrual of vacation leave. For example, an employee who has worked four (4) years at KSU is eligible to receive a payout of up to 15 days' worth of vacation leave upon separation. However, an employee who has worked twelve (12) years at KSU is eligible to receive a payout of up to 20 days' worth of vacation leave upon separation.

Terminal vacation leave will be paid out in the event of the death of an eligible employee. Such payout shall not exceed the amount of one (1) year's accrual of vacation leave.

Employees who are involuntarily laid off or terminated due to reductions in workforce and for reasons beyond their control will be given any leftover vacation leave they had earned during prior years of continuous service upon their reemployment with KSU.

Employees who voluntarily terminate employment with KSU and who are reemployed within one (1) calendar year shall receive any leftover vacation leave they had earned during their prior years of continuous service upon their reemployment with KSU.

Employees who resign from KSU in good standing and who are re-employed within one (1) calendar year shall receive their prior continuous service credits for the purposes of vacation leave accrual.

## **RELATED POLICIES:**

Termination Policy

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