ISSUING OFFICER: Chief Human Resources Officer

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: January 1, 2015

SUPERSEDES: CDU Policy I.E.00710, dated October 29, 2010; September 1, 2004

POLICY I.E.00710 Vacation Leave

A. GENERAL

Charles R. Drew University provides vacation for rest, relaxation, and renewal. Employees are encouraged to plan, request and use their accrued vacation within the current year. However, the University recognizes that there are circumstances where carrying over vacation time is required to meet employee needs (see Maximum Accrual below).

Employees must obtain written approval for use of accrued vacation time of more than two consecutive days at least 30 days prior to the requested time off. Vacation time off cannot be taken unless and until written supervisor approval has been given and employees are advised not to make plans or commit funds until such permission is granted. Vacation time off is granted subject to the operational needs of the University. Vacation time off must be recorded by the employee on the applicable time card.

CDU reserves the right to require employees to take vacation days off and will provide 30 days notice if such a requirement is made of an employee.

Following successful completion of their six (6) month introductory period, Regular and Conditional employees are eligible for paid time off for vacation subject to approval by the employee’s supervisor(s). Vacation time cannot be taken until it is accrued. Vacation accruals begin at the seventh month. Advances on vacation time off, either in time off or cash payment, are not permitted.

B. ACCRUAL SCHEDULE

The amount of vacation accrual is based on the eligible employee’s length of employment as follows:
Employees Working 40-Hours Per Week:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Accrual Rate</th>
<th>Maximum Accrual Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire – 6 months</td>
<td>Vacation time does not accrue.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7 months – 5 years</td>
<td>Accrues at the rate of 10.00 hours per month.</td>
<td>120 hours</td>
</tr>
<tr>
<td>5 years/1 month to 14 years</td>
<td>13.33 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>14 years 1 month and above</td>
<td>16.66 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

In the event an employee has reached the equivalent full-time or part-time maximum accrual of vacation time, additional vacation time will cease to accrue until some or all of the accrued time has been used and unused vacation time falls below the maximum accrual cap. Once accruals begin again, accruals will not be retroactive, and again will be capped at the appropriate full-time or part-time maximum accrual cap.

Employees Working Less than 40-Hours Per Week are Pro-rated based on the following:

Part-time employees will accrue vacation time on a pro-rated basis, and will maximize accruals on a pro-rated basis based on the standard accrual rate worked per week.

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 or more hours per week</td>
<td>Accrues at the rates shown above</td>
</tr>
<tr>
<td>20 –30 hours per week</td>
<td>Accrues at 60% of the standard accrual rate</td>
</tr>
<tr>
<td>Less than 20 hours per week</td>
<td>0</td>
</tr>
</tbody>
</table>

In the event a part-time employee has the equivalent of the stated unused vacation time that has reached the maximum accruals per year, additional vacation time will cease to accrue until some or all of the accrued time has been used and unused vacation time falls below such amount. Once accruals begin again, accruals will not be retroactive, and again will be capped at the appropriate maximum accruals per year based on the standard accrual rate.

Exempt full-time and part-time employees must take vacation time in the equivalent full-day increment that coincides with their normal workday, and are not permitted to perform work during such vacation time, including making calls, checking emails, and attending meetings.

Non-Exempt full-time and part-time employees must take vacation time off in full or half time increments that coincide with their normal workday, and are not permitted to perform work during such vacation time, including making calls, checking emails, and attending meetings.

**PROCEDURE I.E.00710 Vacation Leave**

1. Employee should submit a written request, at least 30 days in advance when possible, to their supervisor and receive approval.
2. By law, once vacation has been accrued, it cannot be taken away by the employer.
3. Supervisors should encourage employees to take their vacation during the year in which it was accrued so that:
a) the employee takes off to rest;
b) vacation accruals are kept under the maximum limit.

4. Actual use of vacation should be recorded on the employee's timecard.
5. The Payroll Office will maintain the official records of vacation accrual.

Applicability: All Staff and Faculty Members