

**Vacation  
BU-PP 402**

**Policy:**

Baylor University provides paid vacation for eligible staff in accordance with the published accrual schedule. Vacation leave will not be paid in advance of the employee's accrued vacation leave.

**Topics:**

- Approval and tracking
- Accrual of vacation hours
- Separation from Service

**Related Policies:**

- BU-PP 403 — Sick leave
- BU-PP 404 — Personal time
- BU-PP 406 — Non-compensated leaves
- BU-PP 408 — Family Medical Leave Act (FMLA)
- BU-PP 409 — Military Leave

**Contact:**

Payroll Office (x2217)

**Approval and tracking —**

The supervisor or department head must approve vacation leave in advance. Tracking of accrued leave for hourly staff is maintained in the Payroll Office. Tracking for monthly staff is maintained in the employee's department. Click [Monthly Absence Record](#) to see sample vacation tracking form. Contact the Payroll Office for more information about vacation tracking for monthly staff.

**Accrual of vacation hours —**

Staff begins to accrue hours immediately upon employment. The hours are banked and available for use after two months.

For a 40-hour/week position, hours of vacation are accrued according to the following accrual schedule:

**Table 1**

Pay period	Service years	Accrual hours per pay period	Maximum accrual balance (hours)*
<b>Monthly</b>	0-9	8.67	160
	10-19	12.00	200
	20+	15.33	240
<b>Biweekly</b>	0-9	4.00	160
	10-19	5.54	200
	20+	7.08	240

The accrual rate for part-time staff is a percentage of the full-time accrual rate. This percentage is calculated by dividing the employee's weekly approved, scheduled hours by 40. For example, a 30 hour/week job would accrue vacation at 30/40, which is 75% of the full-time accrual rate. This table shows the accrual rate percentages for different numbers of hours per week:

**Table 2**

Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate	Hours scheduled per week	Accrual rate
40	100%	30	75.0%	20	50.0%	10	25.0%
39	97.5%	29	72.5%	19	47.5%	9	22.5%
38	95.0%	28	70.0%	18	45.0%	8	20.0%
37	92.5%	27	67.5%	17	42.5%	7	17.5%
36	90.0%	26	65.0%	16	40.0%	6	15.0%
35	87.5%	25	62.5%	15	37.5%	5	12.5%
34	85.0%	24	60.0%	14	35.0%	4	10.0%
33	82.5%	23	57.5%	13	32.5%	3	7.5%
32	80.0%	22	55.0%	12	30.0%	2	5.0%
31	77.5%	21	52.5%	11	27.5%	1	2.5%

**Separation from Service —**

Upon separation from the University, Baylor will pay for accrued vacation up to the maximum accrual balance (See Table 1 above).

Payment for accrued vacation leave does not extend employment for separating employees.

Example: An employee whose last day of work is June 30 and who has 40 hours of accrued vacation leave will be paid for 40 hours and is not employed by Baylor after June 30.