



Policy Title: Vacation Time

Policy Number: 402

Date Issued: October 21, 2013

Responsible Executive: Vice President for Human Resources

Date Last Revised: January 1, 2020

Responsible Office: Human Resources

Vacation Time

Policy Statement

Baylor University (the “University”) provides paid vacation time for Eligible Employees with respect to each employee’s FTE and years of service.

Reason for the Policy

To educate Eligible Employees on the proper way to track the amount of accrued vacation time they receive

Individuals/Entities Affected by this Policy

Staff and benefit eligible temporary employees

Exclusions

Faculty members, student employees, and short-term temporary staff

Related Documents and Forms

University Policies and Documents

- 403 [Sick Leave](#)
- 406 [Non-Compensated Leaves of Absence](#)
- 408 [Family and Medical Leave Act \(FMLA\)](#)
- 409 [Military Leave](#)

Forms and Tools

[Monthly Absence Record](#)

Definitions

These definitions apply to terms as they are used in this policy.

Eligible Employee	Staff and benefit eligible temporary employees
Short-Term Temporary Staff	Staff positions that are temporary and/or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits
Accrual; Leave Time	Hours accrued per scheduled hours worked according to the employee benefit category
Accrual Hours Per Pay Period	The amount of vacation time hours an eligible employee will accumulate each pay period
Maximum Accrual Balance	The maximum amount of vacation time hours an eligible employee is allowed to accumulate at any given time
Pay Period	<p>Period of time an employee works for compensation. Please see the schedules on the payroll site for further information.</p> <ul style="list-style-type: none"> • Bi-weekly pay period starts on a Sunday at 12:00 a.m. and ends on the second Saturday at 11:59 p.m. • Monthly pay period starts on the first day of the month at 12:00 a.m. and ends on the last day of the month at 11:59 p.m.
FTE (Full-Time Equivalency)	<p>One FTE is equal to an employment position working 40 hours per week. (0.75 FTE = 30 hours per week; 0.50 FTE = 20 hours per week).</p> <p>A position FTE percentage is determined by the following formula:</p> $\text{Scheduled Hours Per Week divided by } 40 = \text{FTE}$ $\frac{\text{Scheduled Weekly Hours}}{40} = \text{FTE}$
Bi-Weekly	Employee who is paid every two weeks (non-exempt employees)
Monthly	Employee who is paid at the end of every month (exempt employees)
Timecard	University approved means for reporting non-exempt hours worked and leave hours
Monthly Absence Record	University approved means for reporting exempt employee's leave hours; submitted monthly to department timekeeper.
Department Timekeeper	Administrative manager (or other assigned employee) who maintains monthly absence records and leave accrual balances for department's exempt employees

2. Vacation Time

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu www.baylor.edu/hr
Timecard Entry Questions	Payroll Office	254-710-2217	Payroll_Office@baylor.edu www.baylor.edu/payroll

Responsibilities

Eligible Employee	<ul style="list-style-type: none">• Calculate their vacation time accrual.• Request permission from their supervisor or department head to use their time prior to the event.
Supervisor or Department Head	<ul style="list-style-type: none">• Must approve the use of vacation time in advance.
Payroll Office	<ul style="list-style-type: none">• Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule

Principles

Baylor University provides paid vacation to Eligible Employees in accordance with the employee's FTE, accrual rate, and years of service.

Availability

Eligible Employees begin to accrue hours immediately upon employment. Vacation time will not be paid in advance of the employee's accrued vacation time.

Accrual of Vacation Hours

Accruals in the chart below are based upon 1 FTE (40 hours per week).

Pay period	Service years	Accrual Hours Per Pay Period	Maximum Accrual Balance (hours)*
Monthly	0-4	10.67	208
	5-9	12.67	224
	10-14	16.00	264
	15-19	18.00	272
	20+	21.33	312

3. Vacation Time

Bi-weekly	0-4	4.93	208
	5-9	5.85	224
	10-14	7.39	264
	15-19	8.31	272
	20+	9.85	312

Please note: The rates shown in the above table will be effective the first payroll paid in 2020.

When a service anniversary is met that allows for an increase of vacation accruals, the new accrual rate will be effective for the payroll during which the service anniversary is met.

Accrual of Vacation Hours – Less Than 40 Hours Per Week

For positions that are scheduled for less than 40 hours per week, the Accrual Hours Per Pay Period and Maximum Accrual Balance will be prorated according to the employee's FTE. (*To calculate an FTE, see FTE in definitions section above.*) For example, for someone who has worked at Baylor from 0 to 4 years in a regular, part-time 20-hour/week position (FTE 0.50), the Maximum Accrual Balance is one-half of the maximum 208 hours for regular, full-time positions, or 104 hours.

Vacation Time Accrual Formula

To determine the prorated Accrual Hours Per Pay Period and Maximum Accrual Balance, the following formulas are to be used.

To determine the Accrual Hours Per Pay Period, use the following formula:

$$FTE \times 40 \text{ Hour FTE Accrual Rate}$$

To determine the Maximum Accrual Balance, use the following formula:

$$FTE \times 40 \text{ Hour FTE Maximum Accrual Balance}$$

Once the Eligible Employee has reached the Maximum Accrual Balance, no additional time will be accrued until the balance has decreased below the maximum allowed level.

Procedures

Permission to use vacation time shall be requested, by the employee, of the supervisor or department head prior to the time of the event. Vacation time shall be calculated using the chart above and the accrual formula. The supervisor must approve of the vacation time in advance.

Tracking Vacation Time

For bi-weekly staff, accrued vacation time is tracked on the Web timecard and is maintained by the Payroll Office. For monthly staff, accrued vacation is tracked on the [Monthly Absence Record](#) and is maintained in the employee's department. Generally, exempt employees may use accrued time in blocks of 4 or more hours. However, if circumstances warrant smaller increments, supervisors and employees may agree to an alternate arrangement.

Payment

Payment for vacation time to bi-weekly employees is included in the regularly scheduled paycheck provided that the Web timecard and comments were submitted with the employee's time record and approved in accordance with University policy.

Separation from Service

Unused vacation time has cash value and upon separation from the University, Baylor will pay for accrued vacation up to the maximum payout levels below:

Service Years	Maximum Payout at Separation
0-4	80 hours
5-9	100 hours
10-14	120 hours
15-19	160 hours
20+	200 hours

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

Example 1: An employee who has 4 years of service with 40 hours of accrued and unused vacation time at separation will be paid for 40 hours of unused vacation time in their final paycheck.

Example 2: An employee who has 8 years of service with 200 hours of accrued and unused vacation time at separation will be paid for 100 hours of unused vacation time in their final paycheck.