

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

|                      |                   |                         |
|----------------------|-------------------|-------------------------|
| <b>Annual Leave</b>  |                   | <b>SOP #: HR.007.02</b> |
| Effective Date       | 7/5/17            |                         |
| Last Revision/Review | 11/30/21, 4/27/23 |                         |

### **1. Purpose**

Burrell College of Osteopathic Medicine (Burrell) provides paid vacation for employees to take time for rest and recuperation.

### **2. Related Policy/Authority**

Policy B7511

### **3. Faculty/Staff Responsibilities**

All regular (benefit eligible) employees are eligible for vacation leave benefits. Benefit eligible part-time employees are those with an FTE of at least .50 but less than 1.0, working 20 to 39 hours per week. Full-time employees are those with an FTE equal to 1.0, working 40 hours per week. Vacation accrual begins on the first day of full- or part-time employment. Vacation can be used after it is earned. Vacation leave will not be earned during an unpaid leave of absence. Employees request vacation leave through Greenshades.

Supervisors approve/deny requests through Greenshades.

### **4. Definitions/Abbreviations**

Greenshades is the automated employee portal to the Burrell timekeeping system. Salaried (exempt) employees access Greenshades for leave requests and reporting.

### **5. Procedural Steps**

1. Vacation will accrue as stated in schedule below. Vacation will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits:
  - a. Part-Time accrual is approximately 3.08 hours/pay period (not to exceed 80 hours/year)
  - b. Full-Time accrual is approximately 6.15 hours/pay period (not to exceed 160 hours/year)
2. To schedule vacation time, employees must submit a completed leave request form to the supervisor via Greenshades at least two weeks before the requested leave.
3. Employees must ensure that they have enough accrued leave available to cover the dates requested.
4. The supervisor should indicate on the request whether the request is approved or denied and should do so within 3 days of receiving the request.
5. If the request is denied, the supervisor should provide an explanation for the denial.
6. Vacation time off will be paid at the employee's base rate at the time the leave is taken.

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7. Vacation pay does not include overtime or any special forms of compensation such as incentives or bonuses.
8. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.
9. Vacation leave will be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the employee's sick leave balance has been exhausted, vacation leave will be used to account for time missed.
10. If the total amount of carried-over accrued vacation time reaches 240 hours, the vacation hours will continue to be reduced to 240 until vacation time is used by the employee.
11. When vacation is taken and the accrual falls below the maximum 240 hours, the accrual will begin again.
12. If employment is terminated, accrued, unused vacation leave that has been accrued through the last day of active employment (up to 240 hours) will be paid at the employee's base rate of pay at termination.
13. In the event of the employee's death, accrued, unused vacation leave will be paid to the employee's estate or designated beneficiary.

### **6. Reports/Charts/Forms/Attachments/Cross References**

HR Forms: <https://burrell.edu/faculty-staff/forms/>

- Greenshades Instructions

### **7. Maintenance**

Human Resources; to be reviewed every January.

### **8. Signature**

Approved by

VP of Administration/CFO

11/30/21

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

| Revision Date | Subsection # | Summary of Changes                        | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|---|---------------|
| 11.30.2021    | 5            | Updated links and changed BCOM to Burrell |   | 12.2.2021     |
| 4.27.23       |              | Update system reference                   |   | 4.27.2023     |