

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Faculty and Staff

Policy B7511

TOPIC: Annual (Vacation) Leave

Approval Date: 9/1/2015

Revised: 6/12/2025

Approved: _____ Signature on File

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Purpose

Burrell College provides paid vacation for employees to take time for rest and recuperation.

Eligibility

All regular (benefit eligible) employees are eligible for vacation leave benefits. Regular 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 is accrued according to the schedule within this policy unless otherwise stated in an employment agreement. Vacation can be used after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

Accrual Schedule

Vacation will accrue as stated in the schedule below. Vacation will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits. Accrual rates effective 1/1/16.

| <i>Employee Status</i> | <i>Accrual Amt./Pay Period</i> |
|-------------------------------|--|
| Part-Time | Approximately 3.08 hours (not to exceed 80 hours/year) |
| Full-Time | Approximately 6.15 hours (not to exceed 160 hours/year) |

Leave Requests

To schedule vacation time, employees must submit a leave request to the supervisor as soon as possible prior the requested leave date. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should review the request and either approve or denied the request within the system within 3 days of receiving the leave request. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial to the employee.

Vacation Pay

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as stipends, incentives or bonuses. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Use of Vacation Leave for Sick Leave

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.

Accrual of Vacation Leave

The College encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, accrued, unused leave may carry over to the next year. 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 employee. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.**

As of **January 1, 2026, vacation carryover limits will be 160 hours for full time employees and 80 hours for part time employees. If the total amount of carried-over accrued vacation time reaches 160 (F/T) or 80 (P/T) hours, the vacation hours will continue to be reduced to 160 (F/T) or 80 (P/T) until vacation time is used by employee. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

Termination

If employment is terminated, accrued, unused vacation leave that has been earned through the last day of active employment (up to 240 (After January 1, 2026, 160 (F/T) or 80 (P/T)) hours) will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.