

**3359-11-03      Vacation policy for full-time twelve-/eleven-/ten-month administrative faculty (other than bargaining unit faculty), contract professionals, and unclassified exempt staff.**

This rule shall apply to all twelve-/eleven-/ten-month administrative faculty who are not bargaining unit faculty, and it shall apply to contract professionals, and to unclassified exempt staff. The term administrative shall mean faculty serving in full-time administrative roles such as dean, department chair, school director, or as otherwise determined by the provost, for either twelve, eleven or ten months of the year.

(A) General policy governing the accrual and carry-over of unused vacation leave.

- (1) All full-time, twelve-/eleven-/ten-month administrative faculty, contract professionals, and unclassified exempt staff (except for individuals employed in temporary positions conducting postdoctoral research) may accrue a maximum of one hundred seventy-six hours each year. Unclassified exempt staff employed in temporary positions conducting postdoctoral research are not eligible to accrue vacation. Vacation is accrued at the rate of 14.67 hours for each calendar month of active pay status (in the eligible employment classifications identified herein), excluding leaves without compensation. Vacation days shall include Monday through Friday, exclusive of holidays.
- (2) Twelve-month employees are expected to use their accrued vacation annually. Any accrued and unused vacation leave credit for prior years, up to a maximum of three hundred fifty-two hours, may be carried forward to the following year. However, any accrued and unused vacation leave in excess of three hundred fifty-two hours shall be forfeited on June thirtieth of each year.
- (3) Eleven-month employees are expected to use their accrued vacation annually. Any accrued and unused vacation leave credit for prior years, up to a maximum of three hundred twenty-two hours, may be carried forward to the following year. However, any accrued and unused vacation leave in excess of three hundred twenty-two hours shall be forfeited on June thirtieth of each year.
- (4) Ten-month employees are expected to use their accrued vacation annually. Any accrued and unused vacation leave credit for prior years, up to a maximum of two hundred ninety-three hours, may be carried forward to the following year. However, any accrued and unused vacation leave in excess of two hundred ninety-three hours shall be forfeited on June thirtieth of each year.

(B) Procedure governing vacation leave.

- (1) To minimize interruption of services, all vacation leave must be approved by the

appropriate dean or administrative department director. The use of vacation leave may be authorized in advance of accrual upon approval of the appropriate dean or administrative department director, and with final approval of the president or appropriate vice president. Upon separation from service, the employee's final pay check shall be reduced by the amount of used, but not accrued, vacation leave.

- (2) If an individual's employment basis is changed from a twelve-/eleven-/ten-month appointment to nine-month appointment, no accrued unused vacation time shall be carried over beyond the end of the appointment.

(C) Vacation leave upon separation of employment.

- (1) Payment for accrued and unused vacation leave shall be made only upon separation of service from the university of Akron. Such payment shall be made in a lump sum based on the rate of compensation at separation for any accrued but unused vacation leave, subject to a maximum of one hundred seventy-six hours for twelve-month employees, one hundred sixty-one hours for eleven-month employees, and one hundred forty-six hours for ten-month employees. If an employee dies during active pay status, the accrued and unused vacation leave for the current year, plus any accrued and unused vacation leave, up to a maximum of one-hundred seventy-six hours for twelve-month employees, one hundred sixty-one hours for eleven-month employees, and one hundred forty-six hours for ten-month employees carried over from the prior fiscal year, shall be paid in accordance with section 2113.04 of the Revised Code.

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Certification: \_\_\_\_\_  
M. Celeste Cook  
Secretary  
Board of Trustees

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