



Roger Williams University and Roger Williams University School of Law

Non-Aligned Vacation Policy

Purpose: To define Roger Williams University and Roger Williams University School of Law (the University's) policy and procedure regarding eligibility for vacation, calculation of vacation amounts and guidelines for the use of vacation.

Scope: This policy applies to all regular non-aligned full-time, permanent positions and non-aligned part-time, permanent positions. For non-aligned part-time permanent positions, vacation is earned and accrued on a pro-rata basis for employees regularly scheduled to work twenty (20) or more hours per week. Those employees covered under a collective bargaining agreement must refer to the appropriate contract.

Policy:

I. Vacation Accruals

Vacation accrual begins immediately upon date of hire in a benefit-eligible class. Years of continuous University service are calculated on an employee's anniversary of employment. Vacation days or hours do not count as time worked for purposes of overtime calculations. For accrual rates based on years of service, please visit the benefit summaries posted on the HR webpage.

II. Application Process for Vacation

An employee's vacation request(s) must be submitted for approval in advance to their manager in accordance with departmental procedures. Advance managerial approval must be obtained before use. Employees must request vacation through the University's online timekeeping system.

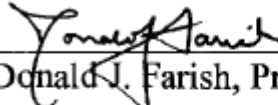
III. Vacation Earnings Balance Limit

Vacation may accrue and carry into a second year not to exceed eighteen (18) months of accruals. Vacation days will not continue to accumulate once the maximum accumulation has been earned.

IV. Vacation Payout

Employees with one year or more of service will receive their unused accrued vacation upon the next established pay date after the date of the employee's last regular earnings paycheck.

Approved:



Donald J. Farish, President

Date: 09/09/16

Recommended for Approval

- () President's Cabinet 8/24/16
- () Office of General Counsel 9.13.16
- () Vice President/Provost