

## **BRYN MAWR COLLEGE STAFF VACATION POLICY**

### **A. Purpose**

The Staff Vacation Policy is to provide employees with paid time for scheduled time away from work.

### **B. Effective Date**

The effective date of the Staff Vacation Policy, as revised, is January 1, 2016. It supersedes all previous staff vacation related plans.

### **C. Eligibility**

These provisions apply to all staff members of the College who are classified as regular full-time or regular part-time staff members. Miscellaneous temporary staff members and student employees, full-time and part-time, are not eligible for paid time off under the Staff Vacation Policy.

### **D. Vacation Accrual**

- 1.

*Administrative/Professional*

Twenty-two days

- c. Human Resources calculates vacation entitlements and provides this information to both staff members and department heads.

All newly hired staff members must wait until the conclusion of the new employee period before they may use vacation time.

Vacation pay is 100% of regular pay; shift differential, overtime pay, bonuses, and other types of extra compensation are excluded.

**G. Vacation Carryover**

Staff members who do not use all of their vacation entitlements during a calendar year may carryover a portion of their earned and unused vacation time to a maximum of 5 days. Any vacation time in excess of this amount will be forfeited. This maximum is not cumulative and applies in any given calendar year. The maximum amount of vacation time that an individual may take in any one calendar year is equal to 12 months accrual plus the carryover amount, limited to 5 days.

**I. Re-employment**

Staff members who have previously worked for the College and who are re-employed will be given credit for their prior service if their break in service is of five years or less. Returning staff members must complete their new employee period before taking any vacation time. Otherwise, returning staff members will be considered new staff members for the purposes of calculating vacation time.

**J. Termination of Employment**

Unless approved by their department head, staff members may not take paid vacation leave once they have notified the College of their intent to voluntarily terminate their employment.

Staff members who have not successfully completed their new employee period will not be entitled to any vacation pay.

Staff members who resign or who are terminated immediately following a short term disability period will not receive unused vacation pay.

Unused accrued vacation will be paid per this policy and may differ than what is reflected on the pay stub.

**K. Exceptions**

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2. Vacation time can be used on an unscheduled basis in accordance