

**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. Full-time Vacation Accrual

- a. Staff members begin to earn vacation as of the first workday of the month coincident with or following the date of hire, or coincident with or following the date of reclassification into an eligible employee class.
- b. Vacation is earned during the calendar year (January 1 – December 31). Staff members earn one twelfth of the annual accrual upon completion of a credited month of service. Annual accrual for full-time staff is:

*Clerical Technical and Service Craft*

Service less than three continuous years	Ten days
Service less than four continuous years	Fifteen days
Service of four or more continuous years	Twenty days

A full-time work level upon which these vacation days are based is set at either 35, 37.5 or 40 hours per week.

*Administrative/Professional*

Twenty-two days

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

## 2. Part-time Vacation Accrual

- a. Part-time Administrative/Professional employees receive annual accruals on a pro-rated basis.
- b. Effective January 1, 2016, Part-time Clerical Technical and Service Craft employees will receive entitlements based on the actual hours worked. The entitlements that were communicated to a part-time employee will be replaced by the factors indicated below.

Service less than 3 continuous years	0.038462 hours per hour paid
Service less than 4 continuous years	0.057692 hours per hour paid
Service of 4 or more continuous years	0.076923 hours per hour paid

If actual hours worked in a given week exceed the full-time level applicable to the position, the maximum hours will be capped so that it does not exceed what a full-time employee would receive.

## E. **Credited Month of Work**

All full-time staff members and part-time Administrative/Professional staff earn a credited month of service if they have paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, staff members will earn a credited month of service if they have unpaid time, but work at least 10 complete days during the month.

Part-time Clerical Technical and Service Craft employees earn entitlements based on the actual hours worked, not based on a credited month of service.

## F. **Scheduling of Vacation**

Scheduling and choice of vacation time are subject to the operating needs of the department as determined by the department head. Length of service will be a determining factor when several staff members request vacation during the same period of time.

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**

1. Staff members hired prior to June 1, 1983 will retain their original vacation entitlements on file in Human Resources.

2. Vacation time can be used on an unscheduled basis in accordance with the College Family and Medical Leave Policy and in accordance with the College Short Term Disability Policy.