



Policies & Procedures

TITLE: Vacation & Sick Leave Policy

Restated: August 2005

Vacation Leave:

The purpose of this Policy is to define the Vacation and Sick Leave Program recognized by Mercer University.

I. Eligibility for Vacation Leave

To be eligible for Vacation Leave an employee must be Regular Full-time Classified Staff, Regular Part-time Classified Staff (Category I), Regular Full-time Administrative Staff, Regular Full-time Professional Staff, or 12-Month Faculty. (Definitions of Employment may be found on the Human Resources Website)

II. Accrual of Vacation Leave

All employees eligible for Vacation Leave begin accruing such leave as of their date of employment or eligibility as follows:

- A. Regular Full-time Classified Staff and Regular Part-time Classified Staff (Category I) in all areas of the University, including MERC:
 - 0 thru 5 years of employment 10 days
 - 6 thru 10 years of employment 12 days
 - 11 thru 15 years of employment 15 days
 - Over 15 years of employment 18 daysRegular Part-time Classified Staff (Category I) accrue Vacation in a ratio equivalent to their percentage of time worked.

- B. MERC Regular Full-time Administrative and Professional Staff, not including MERC Director Level & Chief Scientist:
 - 0 thru 5 years of employment 15 days
 - 6 thru 10 years of employment 18 days
 - Over 10 years of employment 22 daysMERC Director Level, to include the position of Chief Scientist:
 - 0 thru 10 years of employment 20 days
 - Over 10 years of employment 22 days

- C. 12 Month Faculty, Regular Full-time Administrative Staff, and Regular Full-time Professional Staff not located at MERC receive 22 working days of vacation each Fiscal Year.

III. Use of Vacation Leave

- A. Vacation Leave is provided to afford an employee the opportunity for rest, recreation, and personal activities, and as such, Vacation Leave may be taken for any reason, or without a reason provided, subject to the scheduling approval of the employee's supervisor.

- B. Vacation Leave will be used to subsidize Sick Leave or Bereavement Leave upon exhaustion of accrued Sick Leave. See also Policies & Procedures entitled "Sick Leave Policy", "FMLA", "Worker's Compensation" and "Bereavement Leave Policy".

IV. Maximum Accrual

- A. The maximum amount of Vacation Leave that may be accumulated by all eligible Regular Full-time Classified Staff and Regular Part-time Classified Staff

(Category I) not to include any MERC Staff is the amount accrued in a two-year period. Days accrued in excess of the two-year maximum and existing as of June 30th are removed from the HRS system during July each year. No payments are made in lieu of taking vacation, except for accrued unused vacation existing at the time of termination. However, such terminal vacation may not exceed the two-year maximum as defined in this paragraph.

- B. The maximum amount of Vacation Leave that may be accumulated by all eligible MERC Staff, regardless of category, is 36 days (288 hours). Days accrued in excess of the 36-day maximum and existing as of June 30th are removed from the HRS system during July of each year. No payments are made in lieu of taking vacation, except for accrued unused vacation existing at the time of termination; however, such terminal vacation may not exceed the 36 days maximum as defined in this paragraph.
- C. Accrued vacation hours will be cut back to the maximum allowed limit every June 30. The maximum amount of Vacation Leave that may be carried over into the next Fiscal Year by 12 Month Faculty Members and Regular Full-time Administrative Staff and Regular Full-time Professional Staff not to include MERC Staff is 11 days. Thirty-three working days is the maximum amount of vacation time that may be available for use to these employees during any one Fiscal Year. In no instance will an employee be paid for any of the 11 carry-over days upon separation of service from the University.

V. Administration

- A. New hires are immediately eligible to use any accrued Vacation Leave.
- B. Employees who accrue vacation by the month must be in a pay status for a minimum of 11 days each month in order to receive a Vacation Accrual for that month.
- C. Vacation leave should be scheduled and approved by the employee's supervisor before it is taken.
- D. If a Classified Staff Member transfers into a 12 Month Faculty position, such individual may carry over up to 11 days into the new Faculty appointment position, if the employee has 11 or more days accrued vacation at the time of transfer. Existing accrued vacation in excess of 11 days may not be transferred into the new Faculty appointment. During the first year of the new Faculty appointment, the employee will receive a pro-ration of the 22 vacation day provision based upon the number of months the employee occupies the Faculty appointment.
- E. Employees accruing Vacation Leave may be paid for accrued unused vacation at the time of termination at their rate of pay in place as of the time of termination.
- F. Vacation Leave existing at the time of termination that exceeds the employee's maximum accumulation as defined in Paragraph III above will not be cashed out at termination.
- G. 12 Month Faculty Members and Regular Full-time Administrative Staff and Professional Staff not located at MERC are not paid for any of the 11 carry-over days upon separation from the University.

- H. The 22 days are pro-rated and the employee will receive pro-rated credit for the period of time completed in the current Fiscal Year. Any days taken during the current Fiscal Year will first be deducted from any carry-over days from the previous Fiscal Year, if any, and if no carry-over days are available or if more days were taken than carried over, the remaining days taken will be deducted from the pro-rated days. Any days remaining of the pro-rated days will be cashed out. No cash-out will occur of any remaining carry-over days.

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Sick Leave:

I. Accrual of Sick Leave

- A. All Regular Full-time Classified University and MERC Staff and MERC Full-time Administrative and Professional Staff accrue Sick Leave at the rate of one working day per calendar month of service.
- B. All Regular Part-time Staff in Category I in all areas of the University accrue Sick Leave in a ratio equivalent to their percentage of time worked.
- C. Category II Part-time Staff and Temporary Staff in all areas of the University are not eligible for accruing paid Sick Leave.
- D. Regular Full-time Faculty, Visiting Full-time Faculty, and University Administrative and Professional Staff (not located at MERC) do not accrue Sick Leave. The University may continue full or partial salary and benefits for brief periods in the event of illness or temporary disability with the approval of the employee's department chair and Dean for a Faculty member or with the approval of the employee's supervisor for an Administrative or Professional Staff member, in consultation with the Associate Vice President for Human Resources. For additional information concerning Faculty Sick Leave, see the University Faculty Handbook.

II. Use of Sick Leave

Paid Sick Leave may be granted for any of the following reasons, upon approval of the employee's Dean or Supervisor:

- A. Illness or injury of the employee, including work related events.
- B. Medical and Dental treatment and consultations of the employee or an immediate family member.
- C. Pregnancy or pregnancy-related medical conditions of the employee.
- D. Illness, injury or disability of a member of the employee's immediate family requiring the employee's presence to care for the family member.
- E. Sick Leave may also be approved for Bereavement Purposes.

Up to five days may be approved for immediate family members (spouse, child, or parent) and up to three for extended family members (siblings and grandparents)

III. Maximum Accrual

Employees accruing Sick Leave may carry over unused Sick Days from year to year up to a maximum of 90 days. Days accrued in excess of 90 days and existing as of June 30th will be removed from the HRS System once a year during the month of July.

IV. Administration

- A. New Hires are immediately eligible to use any accrued Sick Leave.
- B. An employee must be in a with pay status for a minimum of 11 days each month in order to receive a Sick Leave Accrual for that month.
- C. An employee is not paid for accrued unused Sick Days at the time of termination.
- D. If an illness/episode of the employee or immediate family member extends beyond the employee's accrued Sick Leave, the employee is to use any accrued Vacation leave to remain in a pay status.
- E. Upon exhaustion of both accrued Sick Leave and Vacation Leave the employee will be placed in a without pay status.
- F. Should a Regular Full-time Staff Member with ten years of service apply for long-term disability benefits under the University's Long Term Disability Plan, and should their available Sick and Vacation Hours not be sufficient to provide full pay throughout the six month elimination period, full salary and benefits will be re-instated beyond the available balances to carry the employee until the end of the six month elimination period or until a determination is made on the Long Term Disability application, whichever occurs earliest.
- G. Accrued sick pay hours will be cut back on June 30 of each year to the maximum allowed amount of 90 days.