

	MOREHOUSE SCHOOL OF MEDICINE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	POLICY NUMBER	HR 7.03
		EFFECTIVE DATE	June 30, 2016
		PAGE (S)	5
	SUBJECT VACATION POLICY	SUPERSEDES	Jun 30, 2013 March 1, 2010

POLICY

MSM allows all eligible employees to earn paid vacation leave during the fiscal year.

PURPOSE

Morehouse School of Medicine's Vacation Policy is designed to provide employees with the opportunity to balance their work and personal lives. Eligible employees are encouraged to request use of this leave each fiscal year in order to achieve this goal. This Vacation Policy also provides for a transition of vacation time previously accrued under prior MSM policies to this current Policy.

Important Note: Exclusive MSM Right to Amend or Terminate Policy

The Vacation Policy is an internal MSM employment policy, and, as such, is subject to change at any time in the sole discretion of MSM. MSM expressly reserves the right to alter or amend the procedures and terms of the Vacation Policy as it deems necessary, with or without notice to MSM employees. This includes the right to eliminate an employee's ability to use or receive payout for any previously earned vacation. All MSM employees are employees at will, and neither this Vacation Policy or any other MSM employment policy is a contract of employment or may otherwise be construed as a contract of any kind.

APPLICABILITY

This policy applies to all regular full-time employees and regular part-time employees who are benefits eligible. Temporary workers are not eligible to earn or to be paid for vacation benefits.

GUIDELINES

Employees accruing or allotted vacation time is in accordance with the rules and schedules set forth in this Vacation Policy and are based on their service category and years of completed service.

A. VACATION ACCRUAL/ALLOWANCE PER SERVICE CATEGORY (See Vacation Leave Policy Calculations Sheet)

1. **Full-time Staff:** Eligible full-time staff employees accrue vacation leave at a bi-weekly rate determined by their years of completed service. Vacation accrual is credited on the last day of each eligible pay period and may be utilized no earlier than the first workday of the following pay period.

2. **Faculty:** Full-time faculty receive an annual vacation allowance as of their date of appointment. The new allocation of vacation leave for faculty will not be issued on July 1 if a faculty member has tendered his or her resignation or been non-renewed before September 30. The amount of vacation leave will be pro-rated if a faculty member begins or ends employment on or before the fiscal year ending June 30.

3. **Executive Appointments:** Executive appointments are made directly by the President and Dean. Senior Vice Presidents, Associate Deans, Assistant Deans, Vice Presidents, Associate and Assistant Vice Presidents and other designated position titles are considered Executive appointees. Executive appointees, as described herein, receive an annual vacation allowance as of their date of appointment. The amount of vacation leave will be pro-rated for an Executive Appointee if his or her employment with MSM begins or ends on or before the fiscal year ending June 30.

4. **Part-time faculty and staff** (FTE of at least 50%): All eligible part-time employees accrue vacation on a pro-rated basis at a bi-weekly rate determined by their years of completed service. Vacation accrual is credited on the last day of each eligible pay period and may be utilized no earlier than the first workday of the following pay period.

5. **Residents:** Residents are awarded an annual vacation allowance as of their date of appointment.

B. USAGE

1. Except for unusual circumstances, faculty and staff employees should give their supervisors at least two (2) weeks prior notice of a desired period of vacation leave. Some departments may require more advanced notice of an employee's request to use vacation leave. Faculty and staff should ensure that the MSM Vacation Policy and department procedures are followed when requesting approval to use vacation leave. Vacation leave is requested electronically through the Time and Attendance system. Employees must receive approval in advance of their anticipated vacation leave by their immediate supervisor before taking any leave.

2. Supervisors are responsible for scheduling and approving vacation of their employees prior to actual absences, and shall accommodate employee requests to the extent that the workload and departmental requirements permit. Supervisors shall retain discretion to deny or modify a request to use vacation time based upon business or departmental considerations.

3. Staff employees may not take vacation during the initial three-month probationary period; however, vacation is accrued during this period.

4. Upon completion of the employment probationary period, employees may take vacation as outlined previously in this Policy. Employees whose employment terminates before the completion of the probationary period will not be entitled to receive a payout of any earned vacation.

5. Employees who accrue leave and meet the rollover provisions will have the option to rollover available vacation up to five (5) days or its equivalent in hours beginning July 1, 2016.

6. Department Chairs and others who report directly to the Executive Vice Dean must submit their electronic vacation leave requests to the Executive Vice Dean for approval.

7. Senior Vice Presidents and others who report directly to the President and Dean must submit their electronic vacation leave requests to the President and Dean for approval.
8. Non-exempt employees who have exhausted vacation time may, with the approval of their immediate supervisor and Human Resources, take leave without pay in increments of whole days or less. Exempt employees who have exhausted vacation time may, with the approval of their immediate supervisor and Human Resources, take leave without pay in whole day increments.
9. Employees will not continue to accrue vacation while on unpaid status.
10. Official School holidays occurring during a vacation period are not charged to accumulated vacation time.
11. Vacation leave will be used to subsidize sick leave or bereavement leave upon exhaustion of accrued sick and bereavement leave.
12. Accrued vacation will not be considered as time worked for purposes of calculating overtime.
13. MSM reserves the right to take disciplinary action against an employee in the event that an employee is deemed to have abused the Vacation Policy.

C. USE OR LOSE PROVISION

Vacation leave earned on or before June 30 or the equivalent number of hours will be subjected to the "use or lose" provision (i.e., this leave is lost at the end of the fiscal year). However, there are two categories that this does not apply to:

1. Rollover vacation leave is defined as time accrued up to five (5) days or the equivalent number of hours that remains in your vacation leave category at the close of the fiscal year as discussed more fully below.
2. Carryover vacation was time allotted or accrued on or before June 30, 2013, as discussed more fully below.

D. ROLLOVER LEAVE

Rollover leave is vacation time earned on or before the end of the fiscal year that remains as your balance on June 30. This amount cannot exceed five (5) days or its equivalent in hours. This amount of leave is eligible to rollover to the next fiscal year and be available for immediate use beginning July 1. This leave will appear in your vacation leave category in the time and attendance system on July 1. The rollover leave provision is not available to:

1. Employees who accrue leave and have "carried over" vacation time
2. Employees who are allotted their time upfront

E. VACATION CARRYOVER ALLOTTED OR ACCRUED ON OR BEFORE JUNE 30, 2013

Vacation time earned on or before June 30, 2013 will **not** be subjected to the "use or lose" provision. This vacation balance (i.e., vacation time earned on or before June 30, 2013 up to the maximum amount earned in two (2) years) will thereafter be referred to as an employee's "carried over" vacation time. Carried over vacation time must be used **completely** before any vacation time earned under this Vacation Policy can be used and before the rollover leave option can be used.

F. TRANSFER OF EMPLOYEES

1. Any balance of unused, accumulated vacation time is transferred with an employee transferring from one department to another.
2. An employee eligible for vacation leave who changes to a non-benefits eligible status is no longer eligible to use vacation leave. The employee will be paid for his/her unused vacation amounting to no more than the amount of their annual vacation allowance.

G. PAY IN LIEU OF VACATION USE

1. Payment in lieu of vacation time is not permitted, except in certain circumstances in the event of separation of employment.
2. Upon separation of employment, employees are eligible to be paid for unused vacation amounting to no more than their annual vacation allowance at the time of separation. Failure to fulfill all separation clearance requirements may result in deductions, delay or forfeiture of unused vacation leave payment.
3. Staff employees who fail to give the required two weeks' notification of resignation will forfeit any unused vacation leave balance and not be entitled a payout of their vacation leave balance.
4. Faculty members who fail to give the required three months' notice of resignation will forfeit any unused vacation leave balance and not be entitled a payout of their vacation leave balance.
5. Once an employee has given notice of resignation, Vacation Leave is discouraged during the notice period unless the vacation was scheduled and approved in advance. However, this scheduled vacation should not bridge an employee to his or her termination date.
6. If an employee terminates his or her employment prior to accruing vacation that he or she has already used, the overpayment of vacation will be deducted from the employee's final paycheck if permitted by law.
7. Residents are not paid for unused vacation upon separation of employment.
8. Terminal vacation pay will be paid to a designated beneficiary in the event of the death of an employee, under the same terms as would be applicable to payment to the employee.

H. RECORDKEEPING

Supervisors and employees shall be responsible for accurately reporting vacation leave usage. The official record of vacation leave balances will be maintained in MSM's centralized Time and Attendance System. Failure properly to report and to record vacation leave requests and usage will result in appropriate disciplinary action, up to and including termination. The electronic signature of the supervisor on the Employee Time Record constitutes approval of vacation for payroll purposes.

VACATION POLICY FOR 37.5 HOUR/WEEK STAFF

Years of Service	Annual Vacation Days / Year	Bi-Weekly Vacation Accrual Rate Effective 07/01/2015
0-3	10	2:53
4-6	15	4:20
7-8	20	5:46
9 +	22	6:21

VACATION POLICY FOR 40 HOUR/WEEK STAFF

Years of Service	Annual Vacation Days / Year	Bi-Weekly Vacation Accrual Rate (hh:mm)
0-3	10	3:08
4-6	15	4:37
7-8	20	6:09
9 +	22	6:46

VACATION POLICY FOR 37.5 HOUR/WEEK FACULTY & EXECUTIVES

***Faculty and Executives are allotted hours in advance

Initial Accrual	Annual Vacation Days / Year	Import Amount (Effective 07/01/2015)
Initial date of employment	22	165:00

VACATION POLICY FOR 40 HOUR/WEEK EXECUTIVES

*** Executives are allotted hours in advance

Initial Accrual	Annual Vacation Days / Year	Import Amount (Effective 07/01)
Initial date of employment	22	176.00

VACATION / SICK POLICY FOR RESIDENTS

Initial Accrual	Annual Vacation Days / Year	Vacation Import Amount (Effective 7/01/2015)	Sick Import Amount (Effective 07/01/2015)
Initial date of employment	15	112:30	112:30

SICK POLICY FOR 37.5/40 HOUR EMPLOYEES

37.5 Effective 7/1/2015	37.5(max cap) Effective 7/1/2015	40	40 (max cap)
3:28	675	3:41	720

NOTE: Vacation rates listed above are based on 1.0 FTE. Part-Time faculty and staff must be at least 50% FTE to be eligible for vacation accrual which is then calculated on a pro-rated basis.