

## ***VACATION POLICY***

Bowling Green State University regards vacation as a period of rest and relaxation earned by past service. Time away from the workplace is an important benefit earned by administrative faculty, administrative staff and classified staff. The method of earning vacation time and reporting its usage varies among the three constituent groups:

- ***fiscal year full-time 12-month faculty*** earn 22 days of vacation annually and may use that time as it is earned. Vacation usage must be recorded on the Leave Reporting Form and submitted to Payroll by the 5<sup>th</sup> of the following month..
- ***faculty*** on nine-month or academic year contracts are not obligated to work whenever classes are not in session. As a consequence, no other time is accrued for vacation.
- ***full-time administrative staff*** (employees working either 10 or 12 months a year) earn 14 hours and 40 minutes of vacation time per month worked. This results in 22 days of vacation for full-time 12-month staff. Part-time administrative staff earn a pro-rated number of hours of vacation based on the number of hours worked each month. With the approval of the supervisor, vacation may be used as it is earned. Any vacation usage is to be approved in advance and reported to Payroll before the 5<sup>th</sup> of the following month.
- ***classified staff*** earn vacation based on years of service. Hours are earned and reported per pay period (bi-weekly) and with the permission of the supervisor, may be used as they are accrued. Permanent part-time classified staff employed on a 12-month basis earn vacation on a pro-rated basis according to the number of hours worked per pay period. Vacation used must be reported to Payroll the Monday following the week it was used.

Additional information on the Vacation Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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