

_____ John Carroll University (JCU) provides paid vacation to benefits-eligible employees to rest and rejuvenate and to maintain a healthy and productive work environment.

_____ To outline the requirements to be eligible for vacation and explain how vacation is accrued, requested and recorded.

_____ All full-time and part-time staff employees of John Carroll University.

_____ : ~~Employees paid on a salaried basis who are not eligible for overtime as defined and determined by the Fair Labor Standards Act (FLSA).~~

A

CE. ~~The annual vacation allowances for regular, Full Time employees who are scheduled to work annually are based on years of service and are as follows:~~

HC.

~~Part Time Employees (both Exempt and Non Exempt) who work on a twelve (12) month per year schedule accumulate 37.5 hours of paid time off~~

personal affairs for a compelling reason (e.g. school events, license renewal, car repair appointments, home maintenance emergencies etc.).

- 1. PTO time accrues at the rate of 1.25 hours per month**
- 2. Any PTO accrued but not used will be paid out at the time of employee's termination of employment with the University.**
- 3. PTO time must be used within the calendar year that it is accrued, and it does not roll over from one year to the next.**

J.I Except as applicable to Part Time Employees described in Sections H

A. On or after the first of the month following an employee's hire date, employees may request to use their accrued vacation hours with prior approval of their immediate supervisor:

B. Employees are encouraged to take their vacation within the calendar year in which it accrues for their health and well being

C. Supervisors have the responsibility to ensure adequate staffing to meet department and University needs and have the authority to approve or decline

- D. If the University closes for unplanned purposes (i.e. weather; power outage, etc.) during an employee's period of scheduled paid vacation leave, the employee must still use vacation time for that closed date.**
- E. Paid vacation hours shall not be counted as hours worked for the purpose of computing eligibility for overtime pay.**
- F. Employees may be permitted to borrow vacation time from their expected annual accrual ~~that has yet to be earned~~**