

Centenary College of New Jersey

VACATION POLICY

April, 2009

Approved by:

Barbara-Jayne Lewthwaite, Acting President
John Sommer, Vice President for Finance/CFO

VACATION POLICY

The Vacation Policy applies to the following Job Classification categories, provided the employee meets the eligibility criteria: Executive Staff, Administrative Official, Administrative Employee, Service Staff and certain Faculty positions. Employees are encouraged to schedule vacation time for periodic relaxation toward the promotion of good health.

Eligibility

Full-time Employees:

- Employees in job classifications defined by a 35 hour full-time work week:
 - . who are authorized and scheduled to work 12 months per year and
 - . who are authorized and scheduled to work 35 hours per week
- Employees in job classifications defined by a 40 hour full-time work week:
 - . who are authorized and scheduled to work 12 months per year and
 - . who are authorized and scheduled to work 40 hours per week
- Faculty in designated Faculty positions who are authorized and scheduled to work 12 months per year

Part-time Employees:

- Employees in job classifications defined by a 35 hour full-time work week:
 - . who are authorized and scheduled to work 12 months per year and
 - . who are authorized and scheduled to work between 20 and 34 hours per week
- Employees in job classifications defined by a 40 hour full-time work week:
 - . who are authorized and scheduled to work 12 months per year and
 - . who are authorized and scheduled to work a minimum of 28 hours per week

Ineligible for this Policy are:

- Employees who are authorized and scheduled to work less than 12 months per year
- Employees who are authorized and scheduled to work less than the minimum number of weekly hours of work as defined above
- Faculty (except as listed above), Adjunct Faculty, Temporary, Per Diem and other employees

Fiscal Year:

Vacation accrual is based on the fiscal year which is July 1 through June 30.

Vacation Scheduling:

Vacation must be scheduled with the prior approval of the supervisor, or designee, and is scheduled at the convenience of the College. For full-time employees, vacation may be used in units of one-half (1/2) day, or one whole day. For part-time employees, vacation may be used in accordance with the employee's part-time work schedule. The supervisor, or designee, may limit the number of consecutive vacation days used at any given time, taking into consideration the work that needs to be accomplished, special projects, staffing needs, etc.

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90 Day Introductory Evaluation Period

An employee is eligible to use vacation only after the successful completion of the 90 Day Introductory Evaluation Period, or the extended Introductory Evaluation Period, whichever is later. After the successful completion of the 90 Day Introductory Evaluation Period, vacation is accrued retroactive to the employee's date of hire.

Accrual of Vacation:

Vacation accrues on a monthly basis at the rates indicated below. Employees who begin employment on or before the 15th of the month will earn vacation accrual for the full month. Employees terminating employment on or before the 15th of the month will not earn vacation accrual for that month.

Vacation Accrual for Full-time Employees (35 or 40 Hours/Week & 12 Months/Year)

Executive Staff: Vacation accrues at the rate of 1.83 days for each month worked, up to a maximum of 22 days per fiscal year.

Faculty: Full-time in Designated Positions Who Work 12 Months Per Year

Full-time Faculty in designated positions who are authorized to work 12 months per year accrue vacation at the rate of 1.67 days per month of full-time service, up to a maximum of 20 days per fiscal year.

Administrative Official (AO)

Administrative Officials hired on and after July 1, 1989, accrue vacation at the rate of 1.25 days per month of full-time service, up to a maximum of 15 days per fiscal year. After five (5) years of continuous service, AO's accrue vacation at the rate of 1.67 days per month of full-time service up to a maximum of 20 vacation days per fiscal year. The increased rate of vacation accrual is effective as of the anniversary date of hire.

AO's hired prior to July 1, 1989:

Administrative Officials hired prior to July 1, 1989 earn vacation at the rate of 1.67 days per month up to a maximum of 20 days per fiscal year.

Administrative Employee (AE) and Service Staff (SS)

Administrative Employees and Service Staff accrue vacation at the rate of .83 day for each month of full-time service, up to a maximum of 10 vacation days for the first five years of service.

After five (5) years of continuous service, full-time AE's and SS's are eligible to accrue 15 vacation days per fiscal year, accrued at the rate of 1.25 days per month worked. After 10 years of continuous service, full-time AE's and SS's accrue vacation at the rate of 1.67 days per month worked up to a maximum of 20 vacation days per fiscal year. The increased rate of vacation accrual is effective as of the anniversary date of hire.

Vacation Accrual for Part-time Employee

Administrative Officials, Administrative Employees, Service Staff:

Job classifications defined by a 35 hour full-time work week:

- Authorized and scheduled to work between 25-34 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service

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- Authorized and scheduled to work between 20-24 hours per week:
5 vacation days accrued per fiscal year at the rate of .42 days per month for eligible part-time service

Job classifications defined by a 40 hour full-time work week:

- Authorized and scheduled to work between 28 and 39 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service

Five (5) & Ten (10) Years of Continuous Service

Full-time Administrative Official, Administrative Employee and Service Staff employees are eligible to accrue additional, annual paid vacation after completion of the 5th continuous year of employment and Administrative Employees and Service Staff also after completion of the 10th continuous year of employment, as defined above.

Leaves of Absence

Vacation does not accrue while an employee is on Short Term Disability, Long Term Disability, Workers' Compensation, and any unpaid leave of absence from Centenary College.

When an employee is on an approved leave of absence for more than 3 months for any reason, the employee's service date will be adjusted (extended) for the duration of that absence (i.e., prior to completion of the 5th year, 10th year, as applicable).

If an employee is on an approved leave of absence and has requested vacation upon return to work, the employee must first work the equivalent number of hours the employee will be on vacation in order for the supervisor, or designee, to approve the vacation.

Overtime:

Vacation is not considered time worked for purposes of calculating overtime.

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Vacation Carry Over

Vacation time accrued during the fiscal year (July 1 – June 30) is to be used during the same fiscal year, however, up to and including five (5) unused vacation days may be carried over into the next fiscal year up to December 31st, without special permission.

Any carryover vacation days MUST be used by December 31st of each year or carryover vacation will be forfeited as of each December 31, except during the transition timetable as noted below.

Employees are invited to donate carryover vacation to the Donation of Time Bank in order to provide assistance to other employees, in accordance with the provisions of the Donation of Time Policy. Donated carryover vacation must be donated prior to the date it is forfeited. (See Donation of Time Policy on the Human Resources Department website or contact the Human Resources Department.)

In the event that the employee terminates employment prior to any December 31st, the payout of earned vacation and carryover vacation is limited to a maximum of one times the employee's annual vacation accrual, except during the transition timetable as noted below.

The following transition timetable applies only to employees with vacation carryover as of 3.31. 2009:

TRANSITION TIMETABLE

Employees with 15 or Fewer Carryover Vacation Days as of 3.31.2009:

Employees with fifteen (15) or fewer carryover vacation days as of 3.31.2009 must use this carryover vacation by December 31, 2009, or these carryover vacation days will be forfeited.

In addition, effective July 1, 2009, carryover vacation days as of each July 1 (up to the maximum of 5 days) must be used by December 31 of that same calendar year, or these carryover vacation days will be forfeited as of December 31 of each year.

In the event that the employee terminates employment at any time, payout of earned vacation and carryover vacation is limited to a maximum of one times the employee's annual vacation accrual.

Employees with more than 15 and fewer than 30 carryover vacation days as of 3.31.2009:

Employees with more than fifteen (15) and fewer than thirty (30) carryover vacation days as of 3.31.2009 must use a minimum of 15 carryover vacation days by December 31, 2009 or these days will be forfeited as of that date. The balance of carryover vacation days must be used by December 31, 2010, or these carryover vacation days will be forfeited as of that date.

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In addition, effective July 1, 2009, carryover vacation days as of each July 1 (up to the maximum of 5 days) must be used by December 31 of that same calendar year, or these carryover vacation days will be forfeited as of December 31 of each year.

In the event that the employee terminates employment prior to December 31, 2010, payout of earned vacation and carryover vacation is limited to a maximum of one and one-half (1.5) times the employee's annual vacation accrual. In the event the employee terminates employment after December 31, 2010, payout of earned vacation is limited to a maximum of one times the employee's annual vacation accrual.

Employees with 30 or more carryover vacation days as of 3.31.2009:

Employees with thirty (30) or more carryover vacation days as of 3.31.2009 must use a minimum of 15 carryover vacation days by December 31, 2009 or these days will be forfeited as of that date. As of December 31, 2010, 50% of the balance of carryover vacation must be used or these days will be forfeited as of that date. As of June 30, 2011, the balance of carryover vacation must be used or these days will be forfeited as of that date.

In addition, effective July 1, 2009, carryover vacation days as of each July 1 (up to the maximum of 5 days) must be used by December 31 of that same calendar year, or these carryover vacation days will be forfeited as of December 31 of each year.

In the event that the employee terminates employment prior to July 1, 2011, payout of earned vacation and carryover vacation is limited to a maximum of one and one-half (1.5) times the employee's annual vacation accrual. In the event the employee terminates employment after July 1, 2011, payout of earned vacation is limited to a maximum of one times the employee's annual vacation accrual.

Termination of Employment

When providing notice of resignation, vacation days may not be used during the notice period. Only those earned vacation days up to the maximums stated above will be paid within two (2) pay dates following the date of termination.

If the employee has used more vacation days than actually earned at time of termination, adjustments will be made to the employee's final paycheck to reflect the use of vacation time in excess of earned accrual. Please see Vacation Carry Over section above for maximum payout of vacation and carry over vacation upon termination of employment.