

New Jersey Institute of Technology

PERSONNEL POLICIES & PROCEDURES

SECTION 4.1 – VACATION

The university provides, as a benefit of university employment, vacation with pay for professional, administrative and support staff employees. The following constitutes the vacation policy and procedure for employees entitled to accrue vacation as defined below. Vacation leave for employees belonging to a collective bargaining unit is governed by the terms of the applicable collective bargaining agreement.

A. DESIGNATION AND ELIGIBILITY: All full-time professional, administrative and support staff positions and permanent part-time professional, administrative and support staff positions, as authorized and accordingly pro-rated, are allotted paid vacation in accordance with the following schedule:

1. University designated non-aligned professional and/or managerial positions are allotted one hundred forty (140) vacation hours per year.
2. All other non-aligned positions are allotted one hundred five (105) vacation hours per year. Upon completion of fifteen (15) consecutive years of university employment, the allotment for non-aligned employees increases from one hundred five (105) to one hundred forty (140) hours per year.
3. Non-aligned employees now allotted one hundred seventy five (175) vacation hours per year pursuant to a formerly authorized NJIT vacation policy retain their entitlement to accrue one hundred seventy five hours (175) hours per year.
4. Non-aligned employees who work fewer than 20 hours per week, temporary workers, student workers, adjunct instructors, or any employee who is neither a contractual term employee nor a permanent employee, is not eligible for vacation benefits.

The use of hourly accrual of vacation time does not impact exempt status of those employees who under law and by virtue of the nature of their employment duties are exempt employees.

B. CAP UPON ACCRUAL: Unused vacation time may be accrued up to two (2) years vacation accrual at the applicable hourly accrual rate set forth in Paragraph A, at which point hourly vacation time accrued but unused is capped. Vacation accrual recommences once the use of actual vacation time results in a decrease in vacation hours below the capped level of two hundred ten (210) hours, two hundred eighty (280) hours, or three hundred fifty (350) hours, respectively.

C. PAYOUT: Upon separation from employment, employees are entitled to be paid for certain unused accrued vacation, as follows:

1. Termination for Cause: An employee terminated from employment for cause receives no vacation payout.
2. Probationary Employment: An employee separated from employment within their probationary period receives no vacation payout.
3. Voluntary Resignation, Retirement or Non-Renewal of Contract:
 - (a.) From July 1, 2003 until June 30, 2005, an employee separating from employment voluntarily, or due to the non-renewal of their employment contract, receives the lesser of the current value of their accrued, unused vacation or two (2) week's of salary.
 - (b.) Beginning July 1, 2005, an employee separating from employment voluntarily, or due to the non-renewal of their employment contract receives no vacation payout. In the event an employee gives written notice of resignation or retirement not less than two (2) weeks prior to the planned date of separation, they shall be permitted to utilize up to ten (10) days (70 hours for 35 hour work week) of accumulated but unused vacation time at any time prior to the date of separation.
4. Layoff from Employment: An employee separated from employment due to fiscal or re-organizational based layoffs receives the lesser of the current value of their accrued, unused vacation or two (2) week's salary.

D. USE: Utilization of vacation shall be governed by the following:

Thoughtfully planned utilization of the vacation benefit is encouraged and expected from all employees entitled to the benefit. Vacation should be scheduled and taken at a time and at intervals that are mutually agreeable to the employee and that employee's designated supervisor, except and only where superseding law and policy allow vacation to be unilaterally invoked by the employee, e.g., when taking Family Leave. It is therefore expected that vacation will be requested of that employee's supervisor well in advance of the desired use by an employee, and sufficiently in advance of suggested use, so that the absence is planned for, and the regular work flow is minimally disrupted.

E. EFFECTIVE DATE OF POLICY:

This policy takes effect upon adoption, and supersedes and revokes any former vacation policies and procedures for non-aligned employees.

Review:

Holly C. Stern
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Approval:

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To be reviewed at least once every five years.