

Policy on Vacation Leave

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TITLE OF THE POLICY:	Policy on Vacation Leave
DATE OF ADOPTION:	April 2018
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DATE OF IMPLEMENTATION:	April 2018
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ACCOUNTABILITY:	Vice President Human Resources
APPENDICES:	See Vacation Leave forms

1.0 Preamble/Introduction

Annual vacations are periods of paid rest and relaxation away from the duties of employment.

2.0 Purpose and Scope

This policy provides the framework for the calculation of annual vacation leave as well as its administration for all employees of the University.

3.0 Definitions

3.1 “Vacation” means a period of rest and relaxation away from duties of employment.

3.2 “Public Holiday” means any day so declared a Public Holiday by the Government of The Bahamas.

4.0 Policy Statement

Permanent and contract employees are entitled to vacation leave benefits as specified in 4.3 below.

Part-time employees are entitled to annual paid vacation pro-rated on the basis of the full-time leave entitlement.

Temporary employees are not eligible for vacation; rather, they receive vacation pay of four percent (4%) of gross earnings.

Vacation Leave Entitlement

- 4.1. Staff earn annual paid vacation leave in accordance with the following schedule:
 - 4.1.1. Staff with one (1) to three (3) years of continuous service are entitled to fifteen (15) working days.
 - 4.1.2. Staff with four (4) to ten (10) years of continuous service are entitled to twenty (20) working days.
 - 4.1.3. Staff with eleven (11) or more years of continuous service are entitled to twenty-five (25) working days.
- 4.2. Faculty earn five (5) weeks' vacation per year to be taken in the summer within the academic year.
- 4.3. Other full-time permanent and contract employees who do not fall within 4.1 or 4.2 earn five (5) weeks' vacation per year.
- 4.4. Mid-Managers having ten (10) years of service at The University are granted one (1) additional (non-cumulative) week's vacation on every fifth (5th) year anniversary thereafter (i.e., in his/her 15th, 20th, 25th, 30th year etc., of service).

5. Vacation Leave Calculation and Accrual

- 5.1. Vacation leave is calculated from the date of employment and is accrued for each week worked at a rate of 1/52nd, the value of the vacation for each week of full-time employment.
- 5.2. Accrued vacation must be taken within six (6) weeks of the twelve (12)-month period in which it has been accrued.
- 5.3. A maximum of ten (10) days may be accrued beyond the six (6)-week period described above if the employee makes a special request with which the employer has agreed, and those ten (10) days must be taken within the twelve (12)-month period described above. Such agreements must be in writing and must be filed with the Department of Human Resources.
- 5.4. When an employee is on leave from the University, whether study leave, sabbatical or other leave, it shall be assumed that all vacation leave is taken during the leave and no vacation leave shall accrue over this period unless approved by the University's President for a maximum of five (5) days.

6. Authorization for Vacation Leave

- 6.1. Employees shall request authorization to take vacation leave through the unit head using the University's vacation leave request form. Unit heads shall have the right to request that vacation be taken at a different time than the one (1) requested if required to ensure the

appropriate functioning of the University, but may not refuse requests where such a refusal will lead to an accrual beyond the six (6) weeks after the year in which the vacation leave was earned.

- 6.2. Employees may not take vacation leave where it has not been authorized by the Unit Head.
- 6.3. Unit Heads shall request that annual vacation leave be agreed to well in advance of vacation time in order to ensure adequate arrangements are made for carrying out the duties of the absent employee.
- 6.4. Vacation leave will not be granted in the first (1st) six (6) months of service, after which it shall be granted as accrued.
- 6.5. While vacation leave may be granted for one (1) or more days at a given time, every employee shall have no less than at least one (1), two (2)-week period of vacation per year.
- 6.6. Nothing contained within this clause shall limit the employer's right to place an employee on mandatory vacation for any or all vacation earned during that calendar year based upon the operational circumstances of the institution, subject only to the employer and employee agreeing to an alternative period of vacation that is also in keeping with these operational circumstances.
- 6.7. Public holidays occurring during a vacation leave do not count as vacation leave.
- 6.8. An employee who falls ill while on vacation leave shall be eligible for sick leave with effect from the beginning of the certified incapacity. He/She shall first furnish the employer with a statement from the attending/practising medical doctor, stating that he/she is medically unfit for duty. A definite time period for illness must be given. The employee shall not, however, be permitted, if he/she is within The Bahamas to resume his/her vacation leave unless he/she first returns to work on the termination of the sick leave. If the sick leave extends beyond the approved vacation leave, the employee shall return to work at the expiry of the sick leave.

7. Request for Vacation in Advance of Accrual

- 7.1. The request for vacation leave which has not yet been earned will not normally be approved though, under exceptional circumstances, such a request may be granted.
- 7.2. In the case of vacation leave taken in advance of accrual, the time taken will be deducted before any further vacation leave is approved.

8. Request for an Extension of Granted Vacation Leave

- 8.1. An employee on vacation who wishes to extend his/her vacation leave and has additional vacation time may do so by making such a request to his/her Unit Head. Such a request shall not be automatically granted, but may be granted if doing so does not impede the work of the department.

9. Transfer of Accrued Vacation

- 9.1. No accrued vacation shall be transferred. An employee who transfers to the University from any other institution will be required to take all outstanding vacation leave prior to joining the University.

10. Availability and Recall from Vacation

- 10.1. As vacation is a period of rest and relaxation away from work, the University will make every effort not to disturb employees on vacation. There may be employees, however, whose duties are such that the University may need to reach them in the event of an emergency. For such employees, the Unit Head shall ask for an email or phone contact number.
- 10.2. Under exceptional emergency circumstances, an employee may be recalled from vacation. Such recalls require the prior approval of the relevant Vice-President. In such cases, the leave will be reinstated and taken at the earliest possible date. Any costs incurred by the person as a result of having his/her vacation leave cancelled by The University shall be reimbursed upon the presentation of appropriate receipts.

11. Vacation Leave upon Termination of Employment

- 11.1. When an employee leaves employment or retires from the University, the outstanding leave accrued for that year shall be given prior to final termination.

12. Accountability

- 12.1. It is the responsibility of the Human Resources Department to:
 - 12.1.1. Maintain accurate records and calculate vacation accrual and vacation leaves.
 - 12.1.2. Inform employees of the amount of vacation leave accrued on a regular basis.
 - 12.1.3. Inform Unit Heads of the vacation leave status of employees in their Unit on a regular basis.
 - 12.1.4. Inform all employees and monitor the implementation of this policy.
- 12.2. It is the responsibility of the employee to:
 - 12.2.1. Monitor his/her vacation accrual.
 - 12.2.2. Request vacation leave such as to expend all vacation prior to six (6) weeks into the year following the year in which vacation was accrued.
 - 12.2.3. Submit timely requests such that the unit can manage the absence.

- 12.2.4. Report for duty unless in the possession of an approved vacation leave request.
- 12.3. It is the responsibility of the Unit Head to:
 - 12.3.1. Plan for all vacation leave in his/her department;
 - 12.3.2. Authorize vacation leaves such that this policy is respected.
 - 12.3.3. Report when an employee is absent from duties without an approved vacation leave request.