GOLDEN GATE UNIVERSITY

Title:	Vacation Benefits
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Submitted by:	Human Resources
Approved by (if relevant):	
Public or log-in required:	

303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time non-faculty employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility, the employee is entitled to 15 vacation days each year, accrued semimonthly at the rate of 4.69 hours per pay period.

After five years of eligible service, the employee is entitled to 20 vacation days each year, accrued semimonthly at the rate of 6.25 hours.

After 10 years of eligible service, the employee is entitled to 25 vacation days each year, accrued semimonthly at the rate of 7.81 hours.

Regular employees who work less than the standard 37.5 hours per week, but no less than 25 hours per week, accrue vacation leave on a pro-rata basis. Employees subject to the Collective Bargaining Agreement should consult their Collective Bargaining Agreement for guidelines on time off practices.

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Regular employees’ vacation accrual eligibility begins with the first day of employment. Non-collective bargaining employees may use their vacation time as they accrue it with supervisory approval. Collective bargaining employees should consult the Collective Bargaining Agreement for guidelines on use of vacation time.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Vacation ceases to accrue, or “caps,” when a two-year maximum has been accrued as per the schedule. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused accrued vacation time that has been earned through the last day of work.