

MISSOURI SOUTHERN STATE UNIVERSITY POLICY	
Name of Policy:	Vacation Leave for Classified & Professional Staff Employees
Date of Last Revision:	May 2025
Policy Owner	Human Resources
Handbook	Employee

VACATION LEAVE FOR CLASSIFIED & PROFESSIONAL STAFF EMPLOYEES

Time away from work to relax and pursue special interests is important to everyone. Vacation leave may also be used for illnesses and other personal time off. All full-time classified and professional staff employees are eligible for paid vacation time off as follows: (Note days are 8 hours each unless otherwise designated by administration.)

VACATION EARNING SCHEDULE FOR FULL-TIME PROFESSIONAL & CLASSIFIED EMPLOYEES:

<u>Years of Service</u>	<u>Days/Hours Per Year</u>	<u>Max Accrual Cap</u>
1-2 Years	15 days per year: - 10 hours per month for professional exempt employees - 5 hours per pay period for classified, non-exempt hourly employees.	200 hours
3 or more Years	21 days per year: - 14 hours per month for professional exempt employees - 7 hours per pay period for classified, non-exempt hourly employees.	340 hours

All **part-time** classified and professional staff employees are eligible for paid vacation time off as follows: (Note days are 4 hours each unless otherwise designated by administration.)

VACATION EARNING SCHEDULE FOR PART-TIME PROFESSIONAL & CLASSIFIED EMPLOYEES:

<u>Years of Service</u>	<u>Days/Hours Per Year</u>	<u>Max Accrual Cap</u>
1-2 Years	15 half days per year: - 5 hours per month for professional exempt employees - 2.5 hours per pay period for classified, non-exempt hourly employees.	100 hours
3 or more Years	21 half days per year: -7 hours per month for professional exempt employees - 3.5 hours per pay period for classified, non-exempt hourly employees.	170 hours

(*Years of service in the above table refer to continuous service in a part-time or full-time position.)

(**Accruals are posted in the first and second pay period each month or 24 times per year.)

Employees begin to earn paid vacation time from the initial date of hire. However, employees who are in an unpaid status for more than 40 hours in any classified biweekly pay period or 80 hours for professional monthly paid employees will not accrue vacation time for that pay period.

Although employees are given their choice of vacation times whenever possible, the needs of the department must be considered. An employee may not be allowed to take vacation time during a period of peak work activity for the department, unless approved by their supervisor. Employees should request approval from their supervisor for use of their vacation time as much in advance as possible.

When a holiday that is observed by the University falls during an employee's scheduled vacation, it is not counted as a vacation day.

Vacation leave may accumulate over time. However, once the maximum hours allowed (noted in the above chart) has been met, no more vacation will be accrued until additional vacation is used.

Classified staff should document used vacation time for full or partial day absences on their weekly timesheets. Professional staff employees that use vacation time for full or partial days off should document their time on a Request for Absence Form (form available in Human Resources and on the intranet website.) MSSU does not have "comp time" and all leave taken should be recorded accurately. Vacation records are updated after each pay period. Vacation leave may be

taken only in pay periods after it is earned and is paid at the employee's base pay rate at the time the vacation is taken. The smallest increment of leave time allowed is 15 minutes or (0.25) hour.

At the end of employment, employees will be paid a lump sum with their final paycheck for all earned but unused vacation available to them, up to a maximum of 4 weeks of pay hours of base weekly hours (i.e., FT 40-hour week = 160 hours, PT 20-hour week = 80 hours). Accrued vacation time cannot be used to extend service beyond an employee's last regular day worked, unless the employee is retiring from the University and is eligible to immediately receive a retirement benefit from the Missouri State Employees' Retirement System (MOSERS).

Former employees who return to full-time employment at the University within one year will be credited with previous employment time for purposes of determining vacation accrual.