

Oregon Tech Policy
OIT-20-062
Unclassified Administrative Staff Vacation Leave

1. Policy Statement

The university is committed to providing unclassified administrative staff with time to rest, relax, recharge, and tend to personal responsibilities.

2. Reason for Policy/Purpose

To establish the necessary foundation for vacation leave. This policy replaces former OAR 580-021-0030 for unclassified administrative staff only.

3. Applicability/Scope

This policy applies to all unclassified administrative staff employed at 0.50 FTE or greater.

4. Definitions

Unclassified Staff: The university's unclassified administrative staff are defined by ORS 580-020-0006.

5. Policy

5.1 Policy Details

5.1.1 **Eligibility:** Unclassified administrative staff, on an ongoing appointment of 0.50 FTE or greater, are eligible to accrue vacation time. Eligibility begins on the first of the month following the unclassified administrative staff member's hire date.

5.1.2 **Accrual:** Eligible unclassified administrative staff accrue vacation time monthly. Vacation time accrues on the last day of the month and is available for use on the first day of the next month. Eligible employees appointed at 1.0 FTE accrue 15 hours of vacation time per month; employees on appointments between .50 - .99 FTE will accrue vacation time in proportion to their FTE. The accrual of vacation leave is reduced on a pro-rata basis for any period of leave without pay, sabbatical leave, educational leave, and donated or borrowed leave. Vacation leave is accrued during other periods of paid leave. Vacation leave does not accrue during hourly or additional work contracts or periods not covered by annual contract.

- 5.1.3 Maximum:** Eligible unclassified administrative staff can accrue to a maximum of 260 vacation hours and will forfeit any unused vacation time accrued over this cap. The university president has the sole discretion to increase the accrual cap temporarily.
- 5.1.4 Approval:** Vacation time is scheduled with the approval of the unclassified administrative staff member's supervisor and should be planned cooperatively with priority given to operational needs. Vacation time should be scheduled using the department's standard process. If none exists, vacation requests shall be submitted by the employee and approved by the supervisor in writing. Supervisors should be reasonable in allowing the use of vacation leave.
- 5.1.5 Usage – Increments of Time:** Unclassified administrative staff shall report vacation leave used in quarter-hour increments. Leave usage shall be reported in any increment used when associated with the Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) or Americans with Disabilities Act (ADA).
- 5.1.6 Conditions:** Eligible unclassified administrative staff may not borrow vacation time or transfer vacation time to another employee. Unused vacation time, up to 180 hours, may be paid upon separation from employment or transferred to another employer upon request. Unused vacation time cannot be transferred to a vacation-ineligible position. The maximum number of hours that will be paid out is 180. Newly hired unclassified administrative staff transferring directly from another Oregon public university may transfer up to 80 hours of vacation time to their position. Separating unclassified administrative staff may transfer vacation leave directly to a new employer based on the rules and policies of the new employer; a decision to do so must be communicated to Oregon Tech's payroll department prior to final pay being issued. When on approved leave under OFLA, FMLA, or ADA, employees must exhaust all monthly accrued leave (sick, vacation) before going into leave without pay status, except that an employee may request in writing to hold up to forty (40) hours of vacation leave.
- 5.1.7 Recordkeeping:** Each eligible unclassified administrative staff member is responsible for accurately reporting the use of vacation leave through monthly time reporting. The payroll department will keep an accurate record of vacation accrual and use.

6. Links To Related Procedures, Forms, or Information

None

7. Policy Review/Consultation

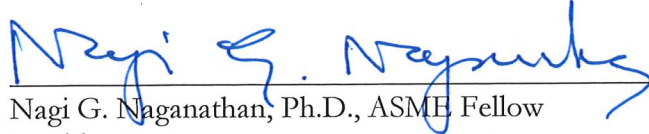
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Administrative Council
- President's Council

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the president on October 25, 2023.

A handwritten signature in blue ink, reading "Nagi G. Naganathan", is written over a horizontal line.

Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date

10/25/2023

Supersedes, Renames, and Renumbers

Former OAR 580-021-0030

Revision Dates

N/A