# THE UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

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| **SECTION:** | Personnel | **Number:** | 201.64-1 |
| | | **Revised:** | 10/1/75 |
| **SUBJECT:** | Vacation | **Date Issued:** | |
| | | **Attachment(s)** | 0 |
| **APPLIES TO:** | Instructional Staff | | |
| **ISSUED BY:** | Office of the Vice-President for Academic Affairs | | |

## I. Policy

The University provides regular instructional staff with time off from work with pay for rest and personal convenience.

## II. Regulations and Definitions

A. Eligibility and Definitions

1. Regular instructional staff holding appointments on a twelve-month basis with more than six months of service are eligible for vacation allowance. Supplemental staff and regular staff holding University-year appointments are not eligible.

2. All regular instructional staff holding appointments on a twelve-month basis shall receive annual vacation allowances equivalent to one month in twelve. Proportional allowances are granted to appointees with six months of service but less than twelve months.

3. Part-time regular instructional staff members holding appointments on a twelve-month basis shall receive annual vacation allowances on a proportional basis.

4. Vacation must be taken during the annual appointment period (i.e., during twelve-month appointment period).

5. Vacation allowance may not exceed one month in twelve and is not cumulative.

6. Split appointments: Twelve-month staff members who hold any combination of instructional, primary, and P/A appointments may as an option participate in the vacation program for regular professional/administrative and primary staff members (see SPG 201.64-2), which provides paid vacation accrual at the rate of two days per month.

B. Scheduling

Each department is responsible for scheduling vacations in order not to interfere with the operation of the department and to insure that each staff member receives the appropriate vacation allowance during the appointment period. Vacations must, therefore, be scheduled to meet the instructional and research requirements of the department. However, every effort will be made to satisfy the staff member's request as to dates. Units that experience "slack" or "down" periods, may require that vacations be taken during these times (e.g., Christmas, recess, summer recess, etc.). Then practical, staff members should be informed of such requirements in advance.

C. Compensation for Vacation Time Off

A staff member who meets these regulations will receive regular compensation during time off from work.

D. Pay in Lieu of Vacation

Actual time off from work during the appointment period must be taken in order to receive compensation for vacation time. Payment in lieu of vacation may be approved not to exceed one month less vacation time used during the twelve-month appointment period for the following reasons only:

1. Retirement
2. Start of military leave or disability leave.
3. Termination for any cause (resignation, death, layoff, dismissal).

E. Neither vacation time nor pay in lieu of vacation can be granted prior to eligibility for vacation allowance.

F. Transfers

Unused vacation allowance not exceeding one month will be transferred with a staff member when the staff member transfers from one position, budget, operating unit to another. If a staff member is transferred from an instructional staff appointment to a professional, administrative, or other type of appointment, a transfer of the balance based on one month less actual vacation days used during the past twelve months will be made.

G. Vacation Benefits - Retirement Furlough

1. Accrued vacation benefits must be exhausted prior to the initiation of a full or partial retirement furlough program. Vacation benefits not exhausted will be lost.

2. Vacation benefits do not accrue following the initiation of a full or phased retirement program.

## III. Procedure

A. Vacation Records Maintenance

| RESPONSIBILITY | ACTION |
|---|---|
| Department | 1. Maintain vacation usage records. |
| | 2. Schedule vacation time off for staff members. |

B. Transfer of Vacation Allowances Between Units

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| Department | 1. Notify staff member of unused vacation allowance in writing with copy to new department. |