



Roger Williams University and Roger Williams University School of Law

Non-Aligned Vacation Policy

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Policy:

I. Vacation Accruals

Vacation accrual begins immediately upon date of hire for benefit-eligible classes. Years of continuous University service are calculated on an employee's anniversary of employment. Vacation days or hours do not count as time worked for purposes of overtime calculations. For accrual rates based on years of service, please visit the benefit overviews for your benefit classification posted on the HR webpage.

II. Application Process for Vacation

An employee's vacation request(s) must be submitted for approval in advance to their manager in accordance with departmental procedures. Advance managerial approval must be obtained before use. Employees must request vacation through the University's online timekeeping system.

III. Vacation Earnings Balance Limit

Vacation will continue to accrue up to a maximum of twelve (12) months. Vacation accrual will not continue once the maximum accumulation has been earned.

IV. Change in Benefit Classification

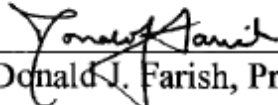
Employees who change benefit classification, due to a change in position, or whose scheduled hours change will have their vacation eligibility updated in the online timekeeping system accordingly.

If the change in benefit classification is a result of transferring from a non-aligned position into a faculty bargaining unit position, the employee will be paid out all accrued vacation time prior to transferring into the new position. For transfer out of other bargaining unit positions, the vacation balance will remain as part of your accrued vacation balance.

V. Separation from the University

Employees separating from the University or School of Law, with one year or more of service will receive their unused accrued vacation no later than the established payday after the date of the employee's last regular earnings paycheck.

Approved:



Donald J. Farish, President

Date: 09/09/16

For Approval	Recommended
President's Cabinet	8/24/16