

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4201

TOPIC: Annual (Vacation) Leave

Approval Date:  
9/1/2015, 1/26/17, 7/5/17,  
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Approved: *Signature on File*

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Policy reformatted and renumbered for uniformity May 2016

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**Purpose**

Burrell College of Osteopathic Medicine (BCOM) provides paid vacation for employees to take time for rest and recuperation.

**Eligibility**

All regular (benefit eligible) employees are eligible for vacation leave benefits. Benefit eligible part-time employees are those with an FTE of at least .50 but less than 1.0, working 20 to 39 hours per week Full-time employees are those with an FTE equal to 1.0, working 40 hours per week. Vacation accrual begins on the first day of full- or part-time employment. Vacation is accrued according to the schedule within this policy unless otherwise stated in an employment agreement. Vacation can be used after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

**Accrual Schedule**

Vacation will accrue as stated in the schedule below. Vacation will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits.

<b>Employee Status</b>	<b>Accrual Amt./Pay Period</b>
Part-Time	Approximately 3.08 hours (not to exceed 80 hours/year)
Full-Time	Approximately 6.15 hours (not to exceed 160 hours/year)

Accrual rates effective 1/1/16.

**Leave Requests**

To schedule vacation time, employees must submit a completed leave request form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should indicate on the leave form whether the request has been approved or denied and should notify the employee within 3 days of receiving the leave request, of approval or denial. The leave request form should be submitted to the HR Department as soon as it is approved. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial on the form returned to the employee.

**Vacation Pay**

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives or bonuses. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

### **Use of Vacation Leave for Sick Leave**

Vacation leave will be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the employee's sick leave balance has been exhausted, vacation leave will be used to account for time missed.

### **Accrual of Vacation Leave**

BCOM encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, accrued, unused leave may be carried over to the next year. If the total amount of carried-over accrued vacation time reaches 240 hours, the vacation hours will continue to be reduced to 240 until vacation time is used by the employee. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

### **Termination**

If employment is terminated, accrued, unused vacation leave that has been earned through the last day of active employment (up to 240 hours) will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.