

**Roger Williams University and Roger Williams University School of Law**

## **Non-Aligned Vacation Policy**

**(Revised 11.15.24)**

**Purpose:** To define Roger Williams University and Roger Williams University School of Law (the University's) policy and procedure regarding eligibility for vacation, calculation of vacation amounts and guidelines for the use of vacation.

**Scope:** This policy applies to all regular non-aligned full-time and part-time positions. For non-aligned part-time positions, vacation is earned and accrued on a pro-rata basis for employees regularly scheduled to work twenty (20) or more hours per week. Those employees covered under a collective bargaining agreement must refer to the appropriate contract.

**Policy:**

I. Vacation Accruals

Vacation accrual begins immediately upon date of hire in a benefit-eligible class. 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

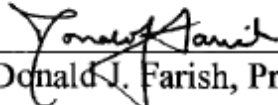
Employees who change benefit classification, due to a change in position, or whose scheduled hours change, will have their vacation eligibility updated in the online timekeeping system accordingly.

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 next established pay date after the date of the employee's last regular earnings paycheck.

Approved:

  
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Donald J. Farish, President

Date: 09/09/16

Recommended for Approval

- ( ) President's Cabinet 8/24/16
- ( ) Office of General Counsel 9.13.16
- ( ) Vice President/Provost