

SJSU Research Foundation Project Employees Vacation Policy

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Human Resources

1.0 Purpose

The San Jose State University Research Foundation (“Research Foundation”) recognizes the value of vacation leave for rest and relaxation, and encourages its benefited project employees (“employees”) to use their accrued vacation leave each year. The *Project Employees Vacation Policy* explains vacation eligibility requirements and identifies how vacation leave is accrued.

2.0 Responsibility

Under the direction of the Research Foundation executive director, the Human Resources Department, and the Finance and Accounting Department are responsible for the implementation and maintenance of the Research Foundation’s vacation policy. Research Foundation directors, managers, and supervisors are responsible for ensuring that work hours are reported accurately, within the required timeframe, and on official employee timesheets. The Research Foundation Payroll Department is responsible for accurately tracking accrued vacation hours in accordance with this policy.

3.0 Scope

This policy applies to all benefited Research Foundation project employees.

4.0 Definitions

This table provides definitions for special terms, acronyms, and abbreviations used in this policy.

Term, Acronym, or Abbreviation	Description
Benefited Project Employees	Those employed through funds received for a research, training or other sponsored project through a grant, contract, campus program, cooperative agreement, or other discretionary funds managed by the Research Foundation and eligible to receive sponsored and subsidized benefits for themselves as well as for their eligible dependents. Benefits include employer paid or subsidized health and ancillary insurance programs and retirement benefits, accrual of vacation hours, accumulation of sick leave hours, and holiday pay. Employee must work at least 50% to maintain benefits.

5.0 Policy

The Research Foundation provides benefited project employees vacation leave for rest and relaxation. Employees are encouraged to use their accrued vacation leave each year. An employee accrues vacation leave based on length of service and classification schedule.

5.1 Eligibility

Benefited project employees whose length of appointment is six months or longer, and whose positions offer paid benefits are eligible to accrue vacation leave immediately following their start date. Non-benefited employees, including temporary and student employees, are not eligible to accrue vacation leave.

5.2 Accrual of Vacation Leave

Benefited project employees begin to accrue vacation leave at the start of active service. Active service commences with a benefited employee's first day of work and continues unless broken by an unpaid leave of absence, or termination of employment.

All benefited project employees accrue vacation hours consistent with the percentage of time worked. A part-time employee who works at least fifty percent (50%) time accrues vacation leave on a pro-rata basis.

Vacation leave is an earned entitlement. Following termination of employment, an employee will be paid for any accrued, but unused vacation leave in their final paycheck.

5.3 Vacation Accrual Limits

A maximum limit is set on the number of vacation hours that can be accrued. Maximum accrual limits are calculated based on twenty-five pay periods. Refer to the **Vacation Accrual Schedule** below for details.

When an employee reaches the maximum vacation accrual limit at any time during the calendar year, no further vacation hours will be accrued until the employee's vacation balance falls below the maximum limit.

5.4 Vacation Accrual Schedule

Project Staff Employees

Months of Service	Accrual Rate (Hours Per Semi-monthly Pay Period)	Maximum Accrual Limits
1 - 36	3.66	92
37 - 72	5.33	133
73 - 120	6.0	150
121 or more	7.0	175

Project Directors and Associate Project Directors

Months of Service	Accrual Rate (Hours Per Semi-monthly Pay Period)	Maximum Accrual Limits
1 month or more	8.33	208

5.5 Use of Accrued Vacation Leave

Each employee is expected to coordinate their vacation with their supervisor to ensure that their time off does not interfere with the operation of their assigned department or project. Vacation leave must be approved in advance by the employee's supervisor. **The Research Foundation may require an employee to use accrued vacation hours at its discretion.** It may be necessary for a supervisor to require that vacation leave be taken at a specific time due to scheduling or budgetary priorities. If circumstances prevent an employee from taking a planned vacation, the employee should work with their supervisor to re-schedule their time off to be taken as soon as possible within that calendar year *and* at a time that is mutually convenient for the employee and for their department or project.

Advance use of vacation leave accrual is not permitted. Only fully accrued leave time may be taken as paid time off. Employees **may not** "borrow" vacation time that has not yet been accrued.

6.0 Related Policy Information

6.1 Moss Landing Marine Laboratories Marine Operations Sea Vacation Policy

The *Moss Landing Marine Laboratories Marine Operations Sea Vacation Policy* provides a mechanism to compensate regular, benefited employees of Moss Landing Marine Laboratories in sea-going classifications. Those employees, by virtue of the primary nature of their jobs, work at sea and are away from their homes for extended periods of time to support marine science research.

Sea vacation accrual is an *additional* benefit that may be earned consistent with the terms and conditions outlined in the *Project Employees Vacation Policy*. Sea vacation hours, in tandem with earned vacation hours, may not exceed the maximum allowable carry-over hours outlined in the *Project Employees Vacation Policy*. Refer to the *Moss Landing Laboratories Marine Operations Sea Vacation Policy* for complete details.

7.0 Required Forms

This table contains a list of forms and special tools referenced in this document.

Form	Description of Use
Employee Timesheet	A record of an employee's time worked for a specific pay period. Timesheets are processed in accordance with the Research Foundation payroll schedule (semi-monthly). The timesheet is completed by the employee, approved by their manager, and submitted to the Payroll Department for processing.

8.0 References and Related Information

Moss Landing Marine Laboratories Marine Operations Sea Vacation Policy

SJSU Research Foundation Employee Handbook

9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.

Record	Retention
<i>Project Employees Vacation Policy</i>	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation Record Retention requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.