SONORAN UNIVERSITY
OF HEALTH SCIENCES

Faculty Vacation Policy

1. **POLICY STATEMENT/PURPOSE**
   Sonoran University encourages Faculty to use their vacation accrual as time away from work to rest, relax and renew themselves. Faculty are encouraged to utilize vacation time during academic breaks and submit vacation requests early in the year so that vacation schedules can be established in each department. Vacation time must be approved by the supervisor in advance and requests are submitted through Sonoran University's Time & Attendance System.

2. **DEFINITION(S)**
   a. **Faculty**: Didactic and Clinical team members having a regular, non-temporary budgeted position
   b. **Full Time**: regularly scheduled workweek of 40 hours (2080 hours per year).
   c. **Part Time**: regularly scheduled workweek of less than 40 hours. (> 2080 per year)

3. **SCOPE/KEY STAKEHOLDERS**
   All regular full time Faculty scheduled to work 2080 hours per year are eligible for vacation. Part time Faculty are not eligible for vacation.

4. **POLICY ITEMS**
   a. Vacation Guidelines - Faculty
      i. Eligible Faculty accrue vacation hours each pay period from their hire date with Sonoran University in accordance with an accrual schedule outlined herein. Faculty may draw against the balance credited to their account (based on the award schedule) with the stipulation that any vacation taken but not earned prior to separation will be deducted from the employee's last paycheck.
      ii. Vacation is earned each pay period based on regular hours worked in connection with eligible full-time positions in accordance with the accrual schedule and criteria outlined below. Employees must have sufficient accrued vacation hours available to cover any vacation absence; vacation balances may not be used beyond the available accrued amount and may not carry a negative balance.
      iii. Faculty earn vacation for scheduled hours when absent from work in connection with vacation, paid leave of absence, bereavement leave, sick leave and jury duty. Faculty do not earn vacation for scheduled hours when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence; salary continuation for short-term disability; worker's compensation leaves; or long-term disability leaves.
      iv. Original hire date will be honored if the faculty member is rehired within 12 months of termination.
   b. VACATION ACCRUAL SCHEDULE (based on continuous employment of vacation eligible position)
      i. Eligible Faculty begin to accrue vacation time from date of hire and may begin to use accrued time as it is earned.

ii. Eligible faculty are awarded vacation hours based on their years of service with Sonoran University in accordance with an accrual schedule outlined herein. Years of service are calculated based on the time spent in an eligible position at the university during continuous employment. Vacation accrues as follows:

Years of Service	Days Per Year	Days Per Year	Hours Per Year
Up to 1 year	10	10	80
1 to 5 years	16	16	128
After 5 years	21	21	168
After 10 years	26	26	208

c. Vacation Carry Forward Limits
   i. Limits are imposed on the amount of vacation that can be carried forward from one calendar year to the next. At the end of the calendar year, unused account balances up to 40 hours or (5) days will be carried forward to the next calendar year. Faculty whose vacation account balance exceeds their carry forward limit at the end of the calendar year will forfeit all hours in excess of this limit. Faculty should take care to ensure that vacation hours in excess of their carry forward limits are exhausted by the end of the calendar year to avoid any forfeiture of vacation.

d. Separation from the University
   i. The last day actually worked will be considered the date of separation from the University. Upon termination of employment, up to a maximum of 40 hours of accrued, unused vacation will be paid to full-time faculty.
   ii. Upon resignation, employees are expected to work their scheduled notice period. Vacation time may not be used in place of working during the notice period unless approved by management.
   iii. Faculty who are terminated for cause (gross misconduct, harassment, violation of university policy, insubordination, theft, dishonesty) or breach of contract forfeit accrued vacation. Faculty who resign in breach of contract forfeit accrued vacation.

5. RESPONSIBILITY FOR IMPLEMENTATION
Office of Human Resources

6. RELATED DOCUMENTS
Employee Handbook

7. NEXT REVIEW DATE
As necessary

8. POLICY OWNER
Human Resources

9. VERSION CONTROL AND CHANGE HISTORY

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	12/18/19	12/18/19	
2	N/A		9/3/24	Branding updates
3	Human Resources	06/24/2025	7/1/2025	Updated rollover to calendar year from fiscal year; added separation clause 4.d.ii
4	Human Resources	10/13/2026	10/13/2026	Clarified that vacation cannot be taken during a resignation notice period. Clarified that vacation cannot go into a negative balance