SONORAN UNIVERSITY
OF HEALTH SCIENCES

Staff Vacation Policy

1. **POLICY STATEMENT/PURPOSE**
   Sonoran University of Health Sciences encourages Staff to use their vacation allotment as time away from work to rest, relax and renew themselves. Employees are encouraged to 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. **Staff**: Team members having a regular, non-temporary budgeted position
   b. **Full-Time**: regularly scheduled work week of 40 hours (2080 hours per year).
   c. **Part-Time**: regularly scheduled workweek of less than 40 hours. (< 2080 per year)
   d. **Exempt**: Staff who are exempt from the Fair Labor Standards Act and are not eligible to receive overtime pay for hours worked in excess of 40 hours per workweek.
   e. **Non-Exempt**: Staff who are not exempt under the Fair Labor Standards Act and are eligible to be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek
   f. **Seniority Date**: Date of continuous full-time employment status

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

4. **POLICY ITEMS**
   a. Vacation Guidelines
      i. Eligible Staff accrue vacation hours based on their seniority date with Sonoran University, in accordance with an accrual schedule outlined herein. Staff 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. 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.

      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.
      iii. Staff earn vacation for scheduled hours when absent from work in connection with vacation, paid leave of absence, bereavement leave, sick leave and jury duty. Staff 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.

b. Vacation Accrual Schedule (based on continuous service of eligible positions.)
   i. Eligible Staff begin to accrue vacation time from the date of hire and may begin to use accrued time as it is earned.
   ii. Original hire date will be honored if staff member is rehired within 12 months.
   iii. Eligible staff are awarded vacation hours based on their years of service with Sonoran University in accordance with an accrual schedule outlined herein. Vacation accrues as follows:

Years of Service Years of Service	Per Pay Period	Days Per Year	Hours Per Year
Up to 1 year	3.076	10	80
1 year to 5 years	4.923	16	128
After 5 years	6.461	21	168
After 10 years	8.00	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. Staff 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. Staff 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

e. 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.

f. The last day actually worked will be considered the date of separation from the University. Upon termination of employment, full time Staff will be paid up to 80 hours of accrued vacation.

g. Increments of Use
   i. ; Non-exempt Employees must take vacation in hourly increments.

5. RESPONSIBILITY FOR IMPLEMENTATION
Office of Human Resources

6. RELATED DOCUMENTS
Employee Handbook

7. NEXT REVIEW DATE
As necessary

8. POLICY OWNER
Office of Human Resources

9. REFERENCES

Include if applicable.

10. VERSION CONTROL AND CHANGE HISTORY

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	01/01/12	01/01/12	Faculty included in this policy
2	President's Council	01/01/12	01/01/12	Faculty/Employees language identified separately in this policy
3	President's Council	04/24/17	04/24/17	Faculty removed from this policy; changed to Fiscal Year; additional tier for year 1 of employment
4	President's Council	12/18/19	12/18/19	Changed from Front-Loading to Accrual Based
5			9/9/24	Branding updates
6	Human Resources	6/24/2025	7/1/2025	Updated rollover date to calendar year instead of fiscal year, corrected minor items that did not match practice, updated information regarding payout at termination. Added no vacation paid out if terminated for cause.
7	Human Resources	10/13/2026	10/13/2026	Clarified vacation use during resignation notice period. Clarified vacation balance may not go into the negative.