

# VACATION/ANNUAL LEAVE

**RESPONSIBLE OFFICIAL:** CHIEF HUMAN RESOURCES OFFICER  
**EFFECTIVE DATE:** JANUARY 1, 2025 (REVISION)  
**NEXT REVIEW DATE:** FOUR (4) YEARS – 01/2029  
**BOARD OF REGENTS REPORTING:** PRESIDENTIAL REPORT

## I. POLICY STATEMENT

Northern Kentucky University (NKU) grants vacation/annual leave with pay to all staff members (as defined in the [Employment Category Definitions policy](#)) employed on a regular and contract (non-base budgeted) basis and who have successfully completed the initial probationary period. Faculty and administrators on fiscal year contracts are also granted vacation/annual leave.

Vacation/annual leave provides the opportunity for rest, recreation, and relaxation necessary to maintain effective work performance, and all eligible employees are expected to take their vacation/annual leaves.

## A. VACATION ALLOWANCES

Vacation/annual leave begins accruing on a pay period basis from the initial date of employment or most recent rehire date and will continue to accumulate each pay period until the accrual maximum (see chart below) has been reached.

No further accrual will be made until the employee takes vacation/annual leave and the number of days of vacation/annual leave is fewer than the maximum accrual allowance.

No vacation/annual leave may be taken prior to successful completion of the initial probationary period.

Please refer to the chart below for annual vacation/annual leave allowances:

	Non-Exempt & Exempt		Administrative
	7.5 hrs/day	8 hrs/day	
<b>Annual allowance: 0 to 9 years of service</b>	150 hours	160 hours	150 hours
<b>Annual allowance: 9 or more years of service</b>	187.5 hours	200 hours	187.5 hours
<b>Accrual maximum: 0 to 9 years of service</b>	133 hours	136 hours	133 hours
<b>Accrual maximum: 9 or more years of service</b>	174 hours	176 hours	174 hours

## B. TRANSFERRING DEPARTMENTS

If an employee transfers from one department to another, the amount of vacation/annual leave accumulated as of the date of the transfer will remain with the employee and will be carried over into the new department.

## C. CHANGE IN STATUS OR POSITION

If an employee is promoted, demoted, reclassified, or otherwise moved from a position in one employment category to a position in a different employment category, for purposes of calculating years of service, the initial date of employment with the University will be used. The employee's accrued unused vacation/annual leave will be transferred and will not be recalculated on the new vacation/annual leave allowance. From the date of transfer forward, that rate will be on the new vacation/annual leave allowance schedule.

## D. RE-EMPLOYMENT

Except as provided in the [Termination-Staff policy](#), if a staff member is voluntarily or involuntarily terminated and later re-employed, their length of service credit for vacation eligibility will be based on **total** years of service, **including prior years of employment**.

## E. CHANGE TO REGULAR STATUS

If an employee employed on a full-time temporary status basis is changed to regular status, the period of temporary employment may be considered for purposes of calculating months or years of service.

For this consideration to be granted, the temporary employment must have substantially involved work related to that which is performed in the regular position. Requests for approval of temporary employment meeting these requirements must be submitted by the appropriate department head with approval of the major department head to the Chief Human Resources Officer, who shall review the request. The decision reached by Human Resources is final.

## F. UNUSED VACATION/ANNUAL LEAVE TIME

Payment in lieu of unused vacation/annual leave is not authorized, except as provided in the [Terminal Vacation policy](#).

An employee has the option to transfer unused vacation/annual leave to sick leave. A maximum of five (5) vacation/annual leave days may be converted to sick leave each calendar year. Eligible regular part-time employees receive this benefit on a full-time equivalency basis.

## G. HOLIDAY DURING VACATION

Should a [recognized university holiday](#) occur during an authorized vacation/annual leave period, the holiday will not be charged as a day of vacation/annual leave time, except that no holiday will be recognized during [terminal vacation/annual leave](#).

## H. LEAVES OF ABSENCE

All authorized leaves of absence will be considered as time worked for purposes of computing years of service. Vacation/annual leave will continue to accrue during leaves with pay but will not accrue during leaves without pay ([personal leave](#)).

## I. UNUSUAL WORK SCHEDULES

Regular status full-time and part-time employees who are scheduled to work fewer than twelve (12) months or 37.5 hours per week, but at least 1,040 hours a year (e.g., summers scheduled off or part-time), accrue vacation/annual leave based on the position's full-time equivalency (FTE).

## J. VACATION/ANNUAL LEAVE REQUESTS

Vacation/annual leaves are to be scheduled at times that are most convenient to the employee's department, although the employee's preferences will also be given due consideration. Vacation/annual leave schedules in each department will be arranged to provide adequate staffing to meet the workloads of the department. A department head may, in the best interest of the University, specify periods during which employees may not take vacation/annual leaves.

All vacation/annual leave requests must be approved in advance by the employee's department head, who is responsible for ensuring that the employee is eligible for the amount of vacation/annual leave requested. Employees will not be paid for vacation/annual leaves that:

- Have not been approved by the department head;
- Exceed the amount of vacation/annual leave accrued according to the official records maintained by Human Resources;
- Violate any University policies or procedures, including those provided in this policy.

## K. INTERPRETATIONS AND RECORDS

The Chief Human Resources Officer is responsible for any interpretations of this vacation policy and will maintain the official records necessary to provide an accurate and equitable vacation/annual leave system.

## II. ENTITIES AFFECTED

Staff; Faculty and Administrators on fiscal year contracts

### III. REFERENCES AND RELATED MATERIALS

#### RELATED POLICIES

[Employment Category Definitions](#)

[Holidays](#)

[Personal Leave](#)

[Terminal Vacation](#)

[Termination-Staff](#)

#### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revised to add “or most recent rehire date” to section I(A) (Vacation Allowances) and update section I(D) (Re-Employment) to include prior service; added the chart in section I(A) to summarize/clarify annual allowances and accrual maximums; general editing/formatting/link updates	March 20, 2025
Editing to update links, titles, and grammar/punctuation; formatting; deleted outdated references to sections of HR Handbook	June 15, 2023
HR Handbook policy converted to University policy	2017

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## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature *Cady Short-Thompson*

Date 3.20.25

Cady Short-Thompson

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
  - The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
  - The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### BOARD OF REGENTS REPORTING

Board of Regents Meeting Date

Board of Regents Materials Page #