



Northeastern University

Human Resources Management

To: All Benefits Eligible Staff

From: Katherine N. Pendergast, Vice President, Human Resources Management

Subject: **Clarification of the University's Vacation Policy**

Date: March 21, 2012

As we approach the end of this fiscal year, now is the time to revisit how the University policy on vacation time utilization works. The highlights of the policy below are intended to clarify the vacation policy. It is also intended to remind employees to use their accrued vacation days in a timely manner to avoid losing days and to avoid scheduling difficulties within the department at the end of the fiscal year each June.

Vacation Policy Highlights and Examples

The policy statement on the HRM website is summarized below. Important highlights are:

- The actual timing of vacation must be reviewed with and approved by the employee's supervisor.
- Vacation time accrues each month and once earned, vacation time can be taken during the current fiscal year (July 1 through June 30).
- Vacation time earned in one fiscal year – July 1 through June 30 must be taken by the end of the following fiscal year. Unused, earned vacation not taken by June 30 of the following fiscal year cannot be carried forward into a new year, nor can these vacation days be cashed out. Therefore, for example, vacation time earned from July 1, 2010 through June 30, 2011 must be taken by June 30, 2012.

<u>July 1, 2010 – June 30, 2011</u> Accrued vacation time to be used by June 30, 2012. May use time with supervisor approval.	<u>July 1, 2011 - June 30, 2012</u> Must use accruals from July 1, 2010-June 30, 2011 by June 30, 2012 with supervisor approval. Accruing vacation time to be used by June 30, 2013. May use this time with supervisor approval.	<u>July 1, 2012 - June 30, 2013</u> Must use accruals from July 1, 2011-June 30, 2012 by June 30, 2013. Accruing vacation time to be used by June 30, 2014. May use this time with supervisor approval.
--	--	---

- Examples of an employee earning one vacation day a month:
 - A new employee hired on July 1, 2011 is eligible to take a vacation day on August 1, 2011 with the approval of their supervisor.
 - A new employee hired on August 1, 2011 may take 3 vacation days in November of 2011 to attend a wedding. The vacation days have been earned and the time off has been approved by their supervisor.
 - A new employee hired on June 1, 2011 planning to attend a wedding in November of 2011 can use their 5 accrued vacation days earned from the date of hire through October 2011.
 - A new employee hired on May 1, 2011 takes no vacation time until January of 2012. The manager meets with the employee and reminds the employee that 2 of their 8 vacation days (which were earned from May 1, 2011 through June 30, 2011) must be used by June 30, 2012.
 - An employee hired on March 1, 2010 takes no vacation days until June 29, 2011. She takes 2 days vacation through June 30, 2011. Since she did not take vacation time earlier in the year, she will forfeit the 2 remaining days which were accrued during the fiscal year 2009-2010 leaving her with 12 days as of July 1, 2011.

Vacation Summary

The University encourages employees to use their accrued vacation time for rest and relaxation. Vacation time is accrued on a fiscal year basis from July 1 to June 30. As vacation time is accrued each month, employees may take time with their manager's approval but vacation days must be accrued before taken. Employees are expected to schedule appropriate time throughout the year; and managers should also encourage employees to take accrued vacation time over the course of the year. Unused, earned vacation not taken by June 30 of the following fiscal year cannot be carried forward into a new year, nor can these vacation days be cashed out.

For more details about the vacation program, please visit the HRM website:

<http://www.northeastern.edu/hrm/benefits/paid-time-off/index.html>

Additional questions can be directed to your HRM Consultant or Caroline Hantman, Benefits Assistant at c.hantman@neu.edu or 617-373-5229.