

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee Benefits

Section Number: 4.1.14

Subject: Vacation Leave Policy

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Date of Present Issue:

05/22/2025

Date of Previous Issues:

11/2016, 01/2015, 09/2002, 08/1997

Purpose:

Lake Superior State University provides paid Vacation Leave to eligible employees as a benefit to support personal well-being and work-life balance. This policy outlines the accrual, use, and limits of Vacation Leave for non-union employees. It ensures equitable and consistent leave practices across the University.

Scope:

This policy applies to all non-union, full-time and part-time employees, excluding those covered by collective bargaining agreements. Employees in the Education Support Professionals and Faculty bargaining units should refer to their respective contracts.

Policy:

Eligibility and Accrual:

- Employees begin accruing Vacation Leave on their date of hire.
- Vacation Leave may not be used until six (6) months of continuous service have been completed.
- Accrual is based on paid hours per pay period, up to 80 hours. Part-time and less-than-12-month appointments accrue leave on a prorated basis.
- Maximum accrual is 240 hours. Accrual is paused once this cap is reached. (Effective January 1, 2026.)

Accrual Rates (per pay period):

Administrative Professional – Hourly (B3) and Salaried (B1):

- 0–5 years: 6.5 hours
- 6+ years: 7.4 hours

Use of Vacation Leave:

- Vacation Leave must be scheduled in advance and approved by the employee's supervisor.
- Leave is charged according to the employee's scheduled hours (e.g., 10 hours for a 10-hour shift).
- Vacation leave may be used in 30 minute increments.
- Vacation Leave may be used in place of Sick Leave if the employee has exhausted their Sick Leave balance.
- If a University holiday falls during an approved Vacation Leave, the holiday is not deducted from the employee's Vacation Leave balance.
- Departments may request employees to submit their annual leave plans by April 1 each year.

Negative Balances:

- In limited circumstances (e.g., University closure), employees may be allowed to borrow up to 40 hours of Vacation Leave with supervisor approval, resulting in a negative balance to be repaid through future accruals.

Separation and Payout:

- Employees with at least one year of full-time, continuous service may receive a payout of unused Vacation Leave upon separation, up to 192 hours. (Effective July 1, 2025.)
- Payout is based on the employee's current hourly or equivalent rate.
- No payout will be made if the employee is terminated for cause or fails to provide at least two (2) weeks' notice.
- Any negative leave balance or amount owed to the University will be deducted from final pay.
- Coaching staff hired on or after July 1, 2002, are not eligible for Vacation Leave payouts.
- Death, in which case the beneficiary will be paid.

References:

- Benefit Plan Summaries