



# Vacation Leave

Guideline: HR031  
 Responsible Executive: Vice President  
 for Human Resources  
 Responsible Office: Office of Human  
 Resources  
 Approved by: Vice President of  
 Human Resources  
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## Policy Statement

Johns Hopkins University (“JHU” or “University”) recognizes the importance of balancing family, professional, and academic responsibilities faced by members of the University community and promoting the well-being of their families. Effectively integrating the professional and personal lives of University staff is essential to maintaining a vibrant, healthy, and productive community. The University recognizes the importance of staff having the opportunity for leisure time and to attend to non-work matters. Therefore, the University will attempt to grant all staff vacation leave at the time they desire to take it. However, we must maintain adequate staffing at all times which may result in vacation leave not being approved. Vacation requests must be scheduled in advance and have approval from the staff member's supervisor.

## Who Is Governed By This Policy

All non-represented University full and part-time staff

## Exceptions/Exclusions

Casual and limited staff as well as appointed senior staff are excluded.

## Policy Purpose

The purpose of the vacation leave policy is to establish the acceptable usage of vacation leave, accrual maximums and limits, and how much leave is available to staff members based on their employment seniority date and/or employment status.

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**Definitions**

<b>Administrative Transfer</b>	An involuntary movement of an employee from one organization's payroll to another which is initiated by one of the covered organizations following a determination using the employment-based criteria guidelines as established between JHU and JHHS. Generally, the primary functions of the employee's position will not change as the result of an administrative transfer. The staff member will be terminated from one organization and hired into the other payroll with no loss of service. Vacation leave is paid out and sick leave is transferred to the receiving organization.
<b>Benefits eligible status</b>	A staff member employed in either a full or part-time position. Individuals in senior staff appointed positions are not eligible for vacation leave accrual.
<b>Full-time position</b>	A regular position planned to last longer than six months requiring a minimum of 28 hours per week to be worked on a regularly scheduled basis or an actual salary of 75% or more of the full-time equivalent annual salary. Refer to the <a href="#">Position Categories Policy</a> for additional details.
<b>JHU Retirement Status</b>	To qualify as a JHU retiree, you must meet one of these conditions: <ul style="list-style-type: none"> <li>• Be at least 55 years old and have completed 10 or more years of continuous full-time service immediately prior to termination, or</li> <li>• Have completed 30 more years of continuous full-time service immediately prior to termination, regardless of age.</li> </ul> More information on retirement eligibility can be found on the Benefits website: <a href="https://hr.jhu.edu/benefits-worklife/retirement/prospective-retiree/">https://hr.jhu.edu/benefits-worklife/retirement/prospective-retiree/</a>
<b>Non-standard work schedule</b>	Weekly work hours are not evenly distributed over five (5) days. It is also referred to as an alternate work schedule.

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<b>Part-time position</b>	A regular position planned to last longer than six (6) months requiring fewer than 28 hours per week, but at least 19 hours per week, to be worked on a regularly scheduled basis. The actual annual salary for a part-time position must be less than 75% but at least 51% of the full-time equivalent annual salary. Refer to the <a href="#">Position Categories Policy</a> for additional details.
<b>SAIS</b>	School of Advanced International Studies is a division of Johns Hopkins University based in Washington, D.C. with campuses in Bologna, Italy; and Nanjing, China. It is considered one of the top graduate schools for international relations in the world.
<b>Senior staff appointed</b>	Staff members who receive an official appointment letter. They are not required to maintain time and attendance records. Departments with clinical associates only record absences from work in the e210 system. Staff members classified as senior staff appointed are eligible for all senior staff benefits with the exception of sick and vacation leave and conversely are not paid out leave when they terminate or retire from the organization.
<b>Vacation Limit</b>	The maximum number of days of vacation leave that can be accrued based on the staff member's most recent hire, rehire or reinstatement date.
<b>Work schedule</b>	The number of hours the staff member is scheduled to work on a weekly basis.
<b>Work schedule rule</b>	The work schedule rule determines the amount of leave a staff member accrues in conjunction with their weekly work schedule. Individuals can have either a 35 (SAIS only), 37.5 or 40 hour per week work schedule rule. The work schedule rule is determined based on a combination of position, campus and/or the department. The work schedule rule determines the accrual of leave and pro-ration of leave for individuals who do not work at least 35, 37.5 or 40 hours per week.

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**Policy**

The University provides eligible staff hired, rehired or reinstated into full or part-time positions on or after July 1, 2013 a maximum of 22 days of vacation leave to be used while actively employed in an eligible status. Eligible staff hired, rehired or reinstated into full or part-time positions *prior* to July 1, 2013 receive a maximum of 44 days of vacation leave to be used while actively employed. See termination section for payout details.

**Procedures****Earning Vacation Leave**

Vacation accrual for full and part-time staff begins the month the staff member begins working if the starting date of employment is the tenth (10th) of the month or earlier. Otherwise, accrual begins the following month. Personnel actions, including a change to senior staff, that affect vacation leave accrual, follow the same process in setting the effective date. Changes that are effective the first (1st) through the fifteenth (15th) of the month, effect the accrual of the current month. Changes that are effective the sixteenth (16th) through the last day of the month, effect the accrual for the following month. Accrual continues through the month of termination if the date of termination is the twentieth (20th) of the month or later.

Staff hired or reinstated into a full or part-time position on or after July 1, 2013, have a maximum vacation leave accrual of 22 days. For staff hired or reinstated into a full or part-time position *prior to* July 1, 2013, accrued vacation leave is to be taken within 24 months of the month in which it was earned. Accrued vacation leave not taken within this time period is loss. The maximum leave accrual is 44 days. While vacation leave may be overridden, at the supervisor's discretion, the vacation limit determines the amount of vacation leave that can be paid at termination, retirement or change to non-benefit status.

Staff who are eligible for reinstatement within six (6) months of termination (voluntary termination) or change to a non-benefit eligible status, will accrue vacation leave based on their most recent benefits eligible hire or rehire date.

Staff who are eligible for reinstatement within twelve (12) months of termination (reduction in force), will accrue vacation leave based on their most recent hire or rehire date.

Full and part-time staff members accrue vacation based upon their employment anniversary date or the date they become full-time. Full time employees earn the maximum accrual. The accrual for part-time staff is pro-rated.

	<b>Years of Service</b>	<b>Days/Month</b>
Senior Staff	First and Subsequent Years	1.83 (1 and 5/6) days/month
Support Staff	First Year	0.83 (5/6) days/month
	Second through Seventh Year	1.25 (1 and 1/4) days/month
	Eighth and Subsequent Years	1.83 (1 and 5/6) days/month

Full-time staff working less than 35, 37.5 or 40 hours per week and part-time staff members who normally and customarily work at least 19 hours a week earn vacation on a pro-rata basis.

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Staff members whose weekly working hours is equivalent to their work schedule rule accrue the maximum vacation leave based on anniversary date and status (i.e. senior staff or support staff). To determine the employee's percentage of full time, divide the weekly work schedule by the work schedule rule. To determine the corresponding leave accrual, multiply the leave maximum (based on the chart above) by the percentage of full time. See examples below based on a monthly accrual of 1.25 days:

<b>Work Schedule Rule</b>	<b>Work Schedule (weekly basis)</b>	<b>% of FT</b>	<b>Monthly Accrual of Vacation (in days)</b>
35.0	30.0	85.7%	1.07
37.5	30.0	80.0%	1.0
40.0	30.0	75.0%	0.938

Staff members who are on leave without pay for more than 11 working days during a calendar month do not earn an accrual of vacation for that month. Staff members who terminate employment or switch to non-benefit eligible status before the 20th of the month, do not earn an accrual of vacation for the month. Therefore, supervisors and managers should use discretion when approving the use of vacation leave earned in the same month.

**Taking Vacation**

Vacations are scheduled at the mutual convenience of the department and staff member and cannot be taken in advance of being earned. Generally, requests for vacation days must be submitted to the supervisor at least one week in advance. Department policies on requesting leave may differ. Supervisors can waive the notice requirement.

Non-exempt staff may take vacation leave in increments of fifteen (15) minutes. Exempt staff may take vacation leave in increments of not less than one-half day unless the reason for absence is approved Family and Medical Leave (FML).

Staff are eligible to take vacation leave after completing 120 days of continuous service in a regular full-time or part-time position. Supervisors may waive the waiting period.

University holidays occurring during a vacation period are not charged against the staff member's vacation leave balance.

If a staff member is on a previously scheduled vacation and the University officially closes, the time the University is officially closed will not be charged to accrued vacation leave. However, the University must be officially closed for at least one-half day.

Serious illness of a staff member occurring during vacation is considered sick leave and is not charged to vacation unless sick leave has been exhausted or the vacation leave is at the maximum accrual. Staff members may be required to furnish a written physician's statement. If the illness constitutes a 'serious health condition' under FML, the staff member must comply with those specific requirements.

Staff members utilizing vacation leave may not be employed by another department within the University.

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Staff members can supplement their military pay with accrued vacation leave. Vacation leave may also be used at 100% in order to retain all military earnings. The leave must be requested in writing and submitted to your supervisor or departmental HR contact. Refer to the [Military Policy Compensation for Military Pay Policy](#) for additional details.

Staff members on a Reduced Hours/Schedule Layoff may request, in writing, to supplement the reduced hours with accrued vacation leave. Non-exempt staff can supplement the reduced schedule in fifteen (15) minute increments.

Exempt staff must supplement the reduced schedule in full or half day increments. Any vacation leave used to supplement a Reduced Hours/Schedule Layoff must be coded with the vacation furlough (LAYV) code in the e210 system. Staff members on a Temporary Layoff Furlough may not utilize accrued vacation leave to extend the effective date of the furlough. Refer to the Leave of Absence Policy for additional details.

**Using Vacation Leave for Medical Reasons**

Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws such as the Maryland Flexible Leave. If the employee is requesting vacation leave for medical reasons for self or a covered family member, the employee should make sure this is made clear to management when the request for vacation leave is made. The supervisor must approve the use of vacation leave if the purpose for the leave is covered by a federal or state regulation. Staff members who have exhausted sick leave, should utilize vacation leave for salary continuation instead of being placed on a leave of absence without pay. Leave of absences without pay must be approved. Refer to the [Leave of Absence Policy](#) for additional details.

**Vacation Leave Usage and Accrual with Short Term Disability, Long Term Disability and Worker's Compensation Benefits**

A staff member who is approved for Short Term Disability (STD) benefits must use accrued sick or vacation leave to cover the portion of leave not paid by the STD benefit provider, if the leave is available. The combination of accrued leave and STD payments from the disability provider, cannot exceed 100% of your pre-disability income. If you receive more than 100% of your pay, you will be required to return any overpayment that you receive. Vacation leave accrual remains unchanged during the short term disability period.

A staff member who is approved for Long Term Disability (LTD) benefits can use accrued vacation to cover the portion of leave not paid by the LTD benefit provider or can use vacation leave at 100%. The leave must be requested in writing and submitted to your supervisor or departmental HR contact. Vacation leave accrual is pro-rated based on the staff member's hours of work and the use of paid leave during long term disability. Staff members who do not work or utilize vacation leave during the disability period, will be placed on a leave of absence without pay.

A staff member who is approved for Worker's Compensation benefits for lost wages and who is unable to work can elect, in writing, to supplement the benefit first with accrued sick leave and then with vacation leave, if available after the initial first three (3) days of an employment related accident/illness. The leave must be requested in writing and submitted to your supervisor or departmental HR contact. Vacation leave accrual is pro-rated based on the staff member's hours of work and the use of paid leave during worker's compensation. Staff members who do not work or utilize vacation leave during the disability period, will be placed on a leave of absence without pay.

**Vacation Leave Usage and Accrual for Staff Working Non-Standard Schedules**

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Staff members who work a non-standard work schedule accrue vacation leave based on their scheduled weekly hours and the work schedule rule assigned to their position. When using vacation leave, the amount of time reduced from the staff member's vacation balance is calculated by dividing the scheduled daily hours by the standard day (7, 7.5 or 8). The daily usage of vacation leave will vary based on the number of hours scheduled on the day the vacation leave is utilized. See examples below:

Standard Day	Weekly Working Hours	Work Schedule (days)	Scheduled Daily Hours	Daily Usage of Vacation (in days)
7.5	37.5	5	7.5	1.0
7.5	37.5	4	9.38*	1.25
8.0	40.0	5	8.0	1.0
8.0	40.0	4	10.0	1.25

\*The schedule must equal 37.5 so there will be one day that will be represented as 9.37 hours.

Exempt staff working a non-standard schedule are to manage absences from work as an exempt employee even though the e210 appears in hours instead of days. Leave is to be charged/taken in full and half day increments except when the absence qualifies under FML. A half day is calculated by dividing the total hours scheduled that day by two (2). Absences of less than a half day are not charged against the exempt member's leave balance. The exempt staff member's leave can be charged a half day for absences that are greater than a half day but less than a full day. If no leave is available, the exempt staff member must be paid for the entire day if the absence does not qualify under FML.

**Position Transfers**

Staff members transferring from one department to another department retain their accrued vacation as long as they remain in a full or part-time staff position.

There is no provision to receive pay for accrued vacation leave except at termination or retirement. However, accrued vacation leave is paid when a full or part-time staff member changes to the following:

- casual or limited status
- appointed staff position
- faculty position
- dean or executive position
- student employee

Staff members who transfer to one of these above statuses before the 20th of the month, do not receive an accrual of vacation leave for that month. Any vacation leave that is overridden that exceeds the staff member's vacation limit as determined by their e210 eligibility date, is forfeited when they switch to one of the statuses listed above.

**Administrative Transfer**

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Individuals who administratively transfer to one of the eligible Johns Hopkins entities, will be paid out unused vacation leave at the time of the administrative transfer. Their University years of service will be used to calculate their leave accrual at the receiving organization.

**Temporary Layoff Furlough**

Staff members who are furloughed may request, in writing, to have their vacation leave paid out in a lump sum. The request must be made within seven (7) days of receiving the furlough notice and must indicate if the request is for fifty (50) percent or one hundred (100) percent of their accrued vacation balance not to exceed their vacation limit. Refer to the [Leave of Absence Policy](#) for additional details.

**Termination/Retirement**

Staff members will be paid for unused vacation upon termination or retirement provided they have completed 120 days or more of service in a full or part-time position unless the termination is for unauthorized taking of University money or property. Please consult with Payroll to make the necessary adjustments to the final pay. Staff members who terminate/retire before the 20th of the month, do not receive an accrual of vacation leave for that month. Accrued vacation leave cannot be used to extend the staff member's termination or retirement date. See Termination policy for additional details.

Staff hired or reinstated on or after July 1, 2013, receive pay for accrued unused vacation leave up to a maximum of 22 days. Staff hired or reinstated *prior* to July 1, 2013, receive pay for accrued unused vacation leave up to a maximum of 44 days. Any vacation leave that exceeds the staff member's vacation limit as determined by their most recent hire, rehire or reinstatement date, is forfeited at termination/retirement.

**Policy Enforcement**

<b><i>Violations</i></b>	Any staff member who believes that he or she has not been treated equitably under the provisions of this Policy, or has experienced retaliation because of seeking or obtaining leave under this Policy, may contact the Office of Institutional Equity, Human Resources, or the appropriate divisional Dean.
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**Related Resources**

<b>University Policies and Documents</b>
<a href="#">Holiday Policy</a>
<a href="#">Leave of Absence Policy</a>
<a href="#">Military Policy</a>
<a href="#">Procedures for Administering Family and Medical Leave</a>
<a href="#">Procedures for Administering Maryland's Flexible Leave Act</a>
<a href="#">Sick Leave Policy</a>
<a href="#">Termination Policy</a>
<b>External Documentation</b>
<a href="#">E210 Code Definitions</a>
<b>University Forms and Systems</b>
<a href="#">The E210 System</a>

**Contacts**

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation	HR Compliance Services	443-997-2157	<a href="mailto:HRComplianceSvcs@jhu.edu">HRComplianceSvcs@jhu.edu</a> <a href="mailto:HealthSciencesLeave@jhu.edu">HealthSciencesLeave@jhu.edu</a>