

## **Policy 5-301: Vacation Leave Policy**

### **I. Purpose and Scope**

To outline the University's vacation leave policy.

This Policy is applicable for all categories of University Employees, and is intended to be implemented through associated University Regulations, including University Rules, which shall describe and govern specific aspects of the scope and manner of implementation separately for Employees of the University of Utah Hospitals and Clinics, and for all other University Employees.

### **II. Definitions**

The definitions of the Employee categories and Employee-related terms as provided in [Policy 5-001](#), apply for purposes of this Policy and any associated Rules and other Regulations. See [Policy 5-308](#): Benefits Eligibility Chart, for a list of categories of positions.

### **III. Policy**

Subject to the eligibility and limitation provisions in University [Rule 5-200B](#), Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members, and [Rule 5-301A](#), Scope, Eligibility and Limitations for Vacation Leave – University Employees (Other Than UUHC Staff), Employees accrue paid leave time and Eligible Staff Members are encouraged to take vacations periodically pursuant to schedules arranged in advance to prevent disruption of departmental operations.

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[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as

determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

##### A. Rules

[Rule 5-200B](#): Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members

[Rule 5-301A](#): Scope, Eligibility and Limitations for Vacation Leave- University Employees (other Than UUHC Staff)

##### B. Procedures

##### C. Guidelines

[Guideline 5-301A](#): comparison of listed positions using category designations

[Guideline 5-301B](#): Other Administrative Officers vacation benefits for grandfathered Employees

##### D. Forms

##### E. Other related resource materials

#### **V. References**

[Policy 2-005](#): Officers of the University

[Policy 5-001](#): Employee Definitions

[Policy 5-116](#): Reinstatement of Permanent Staff Employees

[Policy 5-308](#): Benefits Eligibility Chart

[Policy 6-300](#): The University Faculty - Categories and Ranks

Policy 6-309: Academic Staff, Educational Trainees, Postdoctoral Fellows and Medical Housestaff

## VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owners (primary contact person for questions and advice): the University of Utah Hospitals and Clinics' Director of Employee Relations is responsible for the application of this Policy to University of Utah Hospitals and Clinics Employees, and the University's Director of Benefits is responsible for the application of this Policy to all other University Employees (non- UUHC).
- B. Policy Officers: the University's Chief Human Resources Officer (non-UUHC Employees) and the Senior Vice President for Health Sciences.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A "Policy Officer" will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers).

"The Policy Officer will identify an "Owner" for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library..., [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies..., " University Rule 1-001-III-B & E

## VII. History

Renumbering: Renumbered as Policy 5-301 effective 9/15/2008, formerly known as PPM2-41.

Revision History:

A. Current version:

Revision 13 Effective date: October 14, 2014

Approved by the Academic Senate on September 8, 2014

Approved by the Board of Trustees on October 14, 2014

[Legislative History](#)- Revision 13

B. Earlier versions:

Revision 12 Effective dates April 12, 1999 to October 13, 2014

Editorially revised: October 11, 2011. Editorial changes were made to this document to reflect the changes in employee definitions as set forth in [Policy 5-100](#).

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Approved: Board of Trustees 4/12/99M03