Policy 5-301: Vacation Leave Policy

Revision 13. Effective date: October 14, 2014

I. Purpose and Scope 1

II. Definitions 1

III. Policy 2

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources 2

V. References 3

VI. Contacts 3

VII. History 3

I. Purpose and Scope

A. Purpose.

To outline the University's vacation leave policy.

B. Scope.

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 following definitions apply for the limited purposes of this policy and any associated regulations.

A. 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

A. 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.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Rule 5-200B: Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members
2. Rule 5-301A: Scope, Eligibility and Limitations for Vacation Leave- University Employees (other Than UUHC Staff)

B. Procedures, Guidelines, and Forms.

1. Guideline 5-301A: Comparison of listed positions using category designations
2. Guideline 5-301B: Other Administrative Officers vacation benefits for grandfathered Employees

C. Other Related Resources. [*reserved*]

V. References

A. Policy 2-005: Officers of the University

B. Policy 5-001: Employee Definitions

C. Policy 5-116: Reinstatement of Benefits Eligible Staff Employees

D. Policy 5-308: Benefits Eligibility Chart

E. Policy 6-300: The University Faculty - Categories and Ranks

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

VI. Contacts

The designated contact officials for this Regulation are

A. Policy Owner(s) (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 Officer(s): the University's Chief Human Resources Officer (non-UUHC Employees) and the Executive Vice President for Health Sciences.

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 13.

1. Approved by -- Academic Senate September 8, 2014, and Board of Trustees, October 14, 2014 with effective date of October 14, 2014.

2. Legislative History

3. Editorial Revisions

    a. Editorially revised April 17, 2023 to move to current regulations template.

B. Previous versions.

1. Revision 12. Effective Date. April 12, 1999.

C. Renumbering

1. Renumbered from Policies and Procedure Manual 2-41.