

UCONN HEALTH FACULTY VACATION AND HOLIDAY LEAVE POLICY

Vacation Leave

A. Eligibility and Annual Amount

- 1 Faculty members shall be granted one month of vacation during each calendar year employed. One month of vacation is defined as 22 work days.
- 2 Faculty members employed during part of a calendar year shall be granted vacation at the rate of 1-5/6 work days for each month for which they are appointed.
- 3 Faculty employed only part-time shall be granted vacation time in proportion to the percentage of time employed as reflected on the employment authorization.
- 4 No vacation in excess of 22 days in a given year for individuals appointed for a full calendar year or in excess of the 1-5/6 days per month rule will be granted except for those having authorized vacation carry-over.

B. Vacation Balance Carry-Over

- 1 Except as otherwise qualified in this statement, vacation leave is not awarded on an accrual basis. It is expected that vacation will be taken within the calendar year earned.
- 2 Faculty members who maintain time reporting records in the form prescribed by UConn Health ([Kronos Faculty Users Guide](#) is available here) may request carry-over of not more than ten (10) days of vacation from one calendar year to the next. To request carry-over of vacation days, the faculty member must submit a written request, endorsed by the department head, to the dean. Included in the request must be the number of days to be carried over, the reason for the carry-over, and the approximate dates when the vacation carry-over will be used.
- 3 Faculty members who do not maintain time reporting records in the form prescribed by UConn Health will be assumed to have taken all vacation and/or holiday time due them on an annual basis.
- 4 It is understood that a faculty member who had previously been allowed to accumulate more than ten days of vacation carry-over may retain this accumulation, provided that appropriate documentation for the amount claimed is submitted by the department head and authorized by the dean. In no instance may the faculty member's total accumulation exceed the number of days authorized as of July 1, 1982.
- 5 In any case where the original entitlement exceeds 32 days, it will be the responsibility of the faculty member, in consultation with his/her department head, to develop a plan to reduce that balance to at least 32 days within a time period consistent with the specific size of the accumulated balance and the efficient and effective operation of the department's programs (e.g., to work down the balance by at least ten (10) days per year).

Once below 32 days, the accumulated balance may not be increased beyond 32 days again.

C. Authorized Use of Vacation Leave

1. Vacation leave must have prior approval of the department head.
2. Faculty members without prior approval for their vacation will be considered to be "on leave without pay". In such instances, the department head must send a letter to the faculty member, with a copy to the dean, advising him/her that (a) vacation leave had not been authorized for the time in question and (h) that the staff member will not be paid for this period. The letter must advise the faculty member of his/her right to appeal the decision.

Holidays

Holidays which do not conflict with teaching, patient care, or administrative responsibilities may be taken. There is no compensatory time for holidays not taken.