

Vacation Leave

Full-time staff employees (those employees regularly working 30 hours or more per week) accrue vacation leave monthly. Biweekly paid employees accrue vacation leave during the first pay period of the month. Vacation leave information, along with sick leave and floating holiday leave, is stored in Belmont’s administrative software system, SCT Banner. The system stores this information in hours rather than in days.

- Leave hours are based on the number of years of full-time service to the university and can be accumulated to a maximum equivalent of twenty working days per year.
- Full-time employees working nine to ten months per year will accrue vacation days at 75 percent of the schedule.
- Full-time employees who normally work a 30-hour work week will accrue vacation days at 80 percent of the schedule.
- Part-time employees (those employees who regularly work 29 or fewer hours per week) and temporary employees do not receive vacation-leave benefits.
- Accrued vacation leave may be taken after six months of employment. All vacation leave must be approved and scheduled in advance with the employee’s supervisor.
- Vacation days may not be taken before they are accrued except under unusual circumstances and with the prior approval of the employee’s supervisor.
- If a paid holiday occurs during an employee’s vacation, that day is counted as a holiday and not as a vacation day. When an employee is on leave without pay, vacation does not accrue.
- Employees may not receive pay instead of using vacation time while employed by Belmont University.
- After six months of employment, if an employee leaves the university’s employ, except in cases of gross misconduct, vacation days that have accrued, but have not been taken, will be paid in the last paycheck.
- Leave information is printed on the employee’s pay stubs and can be viewed online through BIC and Banner Web.
- Belmont University believes all employees need a healthy balance between work and time away from work and should take their earned vacation leave. Beginning in 2008, only a maximum of 10 vacation days may be rolled over to the next year’s vacation leave balance. The month of the employee’s hire-date anniversary marks the beginning of the year for vacation accrual purposes. (***The Banner system rolls vacation in the month following your anniversary month.***)

Below are the monthly accrual and annual number of vacation days and hours earned for monthly and biweekly paid full-time staff:

Year	Monthly Hours Accrued 37.5 Hour/Week	Monthly Hours Accrued 40 Hour/Week	Biweekly Hours Accrued 8 Hour/Day	Monthly Hours Accrued 30 Hour/Week	Monthly Hours Accrued 9 or 10 Months	Total Annual Days by Year End Full- time
1	6.25	6.67	3.08	5.00	4.69	10
2	6.88	7.33	3.38	5.50	5.16	11
3	7.50	8.00	3.69	6.00	5.63	12
4	8.13	8.67	4.00	6.50	6.09	13
5	8.75	9.33	4.31	7.00	6.56	14
6	9.38	10.00	4.62	7.50	7.03	15
7	10.00	10.67	4.92	8.00	7.50	16
8	10.63	11.33	5.23	8.50	7.97	17
9	11.25	12.00	5.54	9.00	8.44	18
10	11.88	12.67	5.85	9.50	8.91	19
11+	12.50	13.33	6.15	10.00	9.38	20

Hours accrued over the allowed maximum will be forfeited.

For more information, employees should speak with their supervisor or contact the Office of Human Resources.