

University of Pennsylvania Medical Center POLICY MANUAL	Number: 2-06-06 Page: 1 of 4
SUBJECT: VACATION TIME	Effective: 05/13/2015

POLICY

The University of Pennsylvania Health System (UPHS) will provide paid Vacation time to all eligible employees.

PURPOSE

Paid Vacation time is provided for the purpose of a planned interruption from the workplace to attend to personal affairs, rest and relaxation. Paid Vacation time can also be used for the following reasons:

- For medical appointments (an employee's own or a family member's*);
- To care for a family member* with an illness, injury or health condition. ; or
- For absences necessary due to domestic abuse, sexual assault or stalking where the employee or the employee's family member* requires time off for the reasons described in the Leave of Absence Policy for Domestic or Sexual Violence.

*For purposes of this policy, family members include an employee's spouse/domestic partner, parent (including a biological, adoptive, stepparent or foster parent or legal guardian of an employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor child), child (including a biological, adopted or foster child, a stepchild or legal ward or a child to whom the employee stands in loco parentis), grandparent/grandparent's spouse, grandchild, sibling/sibling's spouse, and/or Life Partner (per applicable law).

SCOPE

This policy applies to all budgeted full and part time employees of the Hospital of the University of Pennsylvania (HUP), those parts of the Clinical Practices of the University of Pennsylvania (CPUP) which practice at or in conjunction with HUP operating under its license, and UPHS Corporate departments. This policy also applies to those practices and sites that are off campus facilities or departments of HUP and operating under its license, e.g. HUP's inpatient rehabilitation facility. For purposes of this policy, the above facilities, practices, and sites are collectively referred to as "entity." Per Diem and Temporary employees are not eligible for paid Vacation.

IMPLEMENTATION

Implementation of and compliance with this policy are the responsibility of the Senior Leadership, Department Directors/Business Administrators, Managers, and Supervisors.

PROCEDURE

UPHS will provide paid Vacation time to eligible employees. The rate of accrual is based on an eligible employee's length of service, position classification, and grade. The amount of Vacation time accrued is based on the number of eligible paid hours worked.

Per Diem and Temporary employees do not accrue Vacation time. If they transfer to regularly budgeted status, they receive only length of service credit and do not receive retroactive Vacation time balances.

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Vacation time can accrue up to twice the employee's annual vacation allotment. Payment in lieu of vacation will not be made except at the time of separation.

Vacation time may not be used when an employee is absent due to their own mental or physical illness, injury or health condition and has Sick time available. However, if Sick time is exhausted, the employee must use Vacation and Personal time, retaining a maximum of 40 hours in their Vacation bank.

Accrual Rates:

Maximum Annual Vacation Accrual at Time of Hire	Vacation time earned for each paid hour per week*		
	0-3 years	4-13 years	14+ years
2 weeks (80 hours)	0.03847	0.0577	0.07693
3 weeks (120 hours)	0.0577	0.07693	0.07693
4 weeks (160 hours)	0.07693	0.07693	0.07693

*Up to maximum of 40 hours per week

Employees in non-exempt positions may not use paid Vacation time during the first 90 days of employment. Employees in exempt positions may use Vacation time as it is accrued. Please see Human Resources Policy: Overtime for Employees in Non-Exempt Positions, for a description of non-exempt and exempt status.

In circumstances of extreme hardship, a request may be made to receive a paycheck for Vacation week(s) prior to scheduled vacation. To receive vacation pay in advance of time off, the request must be approved in writing by the Department Director/Business Administrator and entity Chief Human Resources Officer.

Vacation time is to be requested and approved at least two weeks in advance of the time it is taken, or in accordance with departmental policy, unless this is not possible (e.g., when Vacation time is used to care for a family member who is unexpectedly ill). Vacation request approval is at the discretion of management.

In the event that Vacation time is used to care for a sick family member the supervisor may require documentation signed by a health care professional of the family member's mental or physical illness, injury or health condition after more than two consecutive days absent. An employee's use of unscheduled Vacation time may constitute an attendance violation under the Performance Improvement and Progressive Steps policy, except where the employee has sufficient protected Sick, Vacation and/or Personal time available to cover the absence. Please see Human Resources Policy "Performance Improvement and Progressive Steps" for additional information.

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Changes in status and classification group may change the Vacation accrual rate in the pay period when the change is effective and may result in the need for retroactive adjustments to an employee's Vacation balance. Employees' Vacation balance will transfer with them into other positions within the University of Pennsylvania Health System.

If an employee transfers into a position with a smaller Vacation accrual maximum balance, and that employee has a Vacation balance that exceeds the accrual maximum for the new position, then the employee will be paid by the transferring entity in a lump sum for any accrued and unused balance that exceeds the new position's maximum.

Prior to the transfer of a University of Pennsylvania employee to UPHS, the University will pay the employee for all accrued and unused Vacation in a lump sum. Therefore, a former University employee begins accrual of Vacation time at UPHS at "zero" balance.

Vacation time will be paid at employees' base rate of pay at the time vacation is taken.

Employees who are regularly scheduled to work on shift differential eligible shifts will have their shift differential rate included as part of their Vacation pay. Employees who work rotating shifts are not entitled to the shift differential rate for Vacation pay.

Legal Holidays which occur during scheduled vacation time will be paid as Legal Holidays.

In the event a death eligible for Bereavement leave occurs during scheduled vacation time, the time may be charged to Bereavement, up to the allowable amount of time under the Bereavement Policy.

In the event an employee is called for, and serves jury duty during scheduled Vacation time, the time may be charged as Jury Duty time.


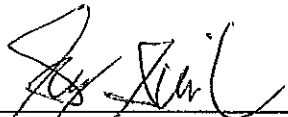
Illnesses or medical disabilities which occur during scheduled Vacation time are not chargeable to Sick time nor do they extend the vacation period.

Employees who terminate within the first 90 days of employment will not receive Vacation pay out. Employees who terminate after the first 90 days of employment will receive pay for all unused Vacation accrued through the last full day of active work.

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Cross reference policies: Overtime for Employees in Non-Exempt Positions, Bereavement, Jury Duty, Legal Holiday, Shift Differential, Employee Transfer and Promotion, Performance Improvement and Progressive Steps Policy

Any questions regarding this policy may be referred to Human Resources.

<p>SUPERSEDES: Policy No. 2-06-06 Effective Date: 07/01/02, 01/01/07</p>	<p>ISSUED BY:  Patricia J. Wren Vice President, Human Resources</p> <p> Garry Scheib, Executive Director Hospital of the University of Pennsylvania</p>
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