

# VACATION

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As outlined in the Bay Path University Operations Manual (<https://one.baypath.edu/pages/operations-manual/>), full-time teaching faculty on 9, 10, 11-month appointments are not eligible for vacation time and are expected to confine their vacation time to the summer months and other holidays and vacation periods outlined in the academic calendar. Faculty whose course schedule prohibits taking vacation time during the summer months may submit a request to the Vice President of Academic Affairs to take vacation time other than during the summer months.

Full-time faculty on a 12-month appointment are eligible to accrue up to 150 hours (4 weeks) of vacation time per fiscal year. For accrual purposes, full-time faculty as defined here will be assumed to work 37.5 hours per week. Vacation time is credited and available for use on July 1, the beginning of the fiscal year; however, it is accrued on a "per pay period basis" throughout the fiscal year. 12-month faculty hired after July 1 of each year will be credited with a prorated allotment of vacation leave based on their hire date. If the faculty terminates employment during the fiscal year, a reconciliation of the individual's vacation account is completed. If the faculty has used more vacation hours than earned at that point in the fiscal year, the faculty will be asked to sign an agreement allowing the University to deduct the difference from their final pay. If, however, the faculty has used fewer hours than earned, the difference will be added to their final pay.