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Human Resources: Vacation

Regular full-time, regular three-quarter time, regular half-time, and benefits-eligible temporary employees are eligible to accrue vacation.

Regular full-time employees earn vacation per pay period in accordance with the following schedule:

Length of Employment	Vacation Earned
Up to completion of 5 yrs	16 days per year
Beginning of year 6 through year 19	20 days per year
Beginning of year 20	26 days per year

Related Links

» Paid Absences Policy

Guidelines

- Length of employment is all service during which the employee was eligible to earn vacation.
- Regular employees working less than eighty (80) hours per pay period, but a minimum of forty (40) hours in a pay period, will earn prorated vacation based on actual hours paid in a pay period, but not including overtime (includes Vacation, Occ Illness, Fam Illness, STD, and Holiday).
- Temporary employees will earn vacation equivalent to a regular employee with less than completion of five (5) years service, prorated based on actual hours paid in a pay period but not including overtime (includes Vacation, Occ Illness, Fam Illness, STD, and Holiday).
- Members of the Resident Scientific Staff who hold tenured positions, Senior Research Specialists, Principal Engineers and Senior Information Systems Specialists earn vacation at the rate of twenty-six (26) days per year.
- Masters and Chief Engineers of Institution vessels and ALVIN Group Expedition Leaders will earn vacation at the rate of twenty-six (26) days per year.
- Certain senior administrative personnel, designated by the Executive Vice President, will earn vacation at a rate of twenty (20) or twenty-six (26) days per year. The accrual rate is at the discretion of the Executive Vice President.
- All vacation will be paid at the employee's regular rate of pay.
- Requests for vacation must be approved in advance by the supervisor. Approval is dependent upon staffing and workload.
- Vacation may be coordinated with STD or LTD income benefits. Coordination is up to 100% of the employee's regular rate of pay.
- An employee on vacation who incurs an illness or disability may charge the respective time to Occasional Illness. Appropriate documentation from the attending health care provider may be required.
- If an Institution Holiday falls within an employee's vacation period, time for that day should be recorded as Holiday.
- If an employee is on vacation when the Institution closes due to inclement weather (Emergency Leave), the employee's time off should continue to be reported as vacation.
- Vacation may be accrued for up to two years, based on the accrual for the prior fifty-two (52) pay periods.
    - *Important to Note:* All vacation in excess of this limit will be forfeited at the end of the first pay period in May of each year.
- Forfeiture of vacation does not apply to marine crew members or Alvin Operations Group members on WHOI research vessels. Marine crew members and Alvin Operations Group members assigned to WHOI research vessels may request pay in lieu of time off for any accrued vacation. The Vice President of Marine Operations must approve such payment in advance.
- It is not the intent of the Institution to allow negative vacation balances to accumulate.However, a negative balance up to 40 hours may be allowed if the employee can reasonably justify the need for this. If an employee terminates with a negative vacation balance, her/his final paycheck will be adjusted at the current rate of pay. If an employee's status changes to Casual with a negative vacation balance, his/her next pay will be adjusted at the current rate of pay.

- An employee who leaves the Institution will be paid for accrued, unused vacation to which s/he is entitled. The maximum payment in lieu of vacation is for the vacation earned in the previous 52 pay periods. (This maximum does not apply to marine crew members or Alvin Operations Group members.)Any payment in lieu of vacation will be at the employee's current rate of pay at the time of separation.

- Pre-retirement employees may request to use their accrued vacation in conjunction with an impending retirement.Vacation will continue to accrue if the employee returns to work on the last day prior to commencement of retirement benefits. However, if the employee elects to terminate from vacation, there will be no accrual of vacation during this period.

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