

## **TAP No. 17 Vacation Guidance**

The University provides generous paid leave to its employees through vacation, holidays, sick time, etc. The purpose of this document is to provide guidance on implementing TAP 17.

The use of planned vacation time by employees (including administrators and staff) must expressly take into consideration the academic calendar and busiest time periods during which students and fellow employees require significant attention. It is important that vacations are scheduled appropriately in order to provide the necessary support and resources for our students and other members of the Duquesne community. While such consideration is already a part of the process for most employees as a courtesy to their co-workers and those whom they serve in the campus community, reminders are always useful.

While this guidance applies throughout the University, it is recognized that each unit may have unique periods of the year that are busiest, requiring some customization of this guidance. However, these are the general guidelines that should apply in most circumstances.

- 1) Generally, vacations should be taken during down times when students are not on campus and/or when demands for particular units are lower. Scheduling vacations during the busiest time periods or around holidays forces other colleagues to take on additional workloads, which is not only unfair, but adversely impacts the quality of service we are providing to students and others.
- 2) It is important to limit instances of tacking vacation days onto holidays, or repeatedly taking 3- or 4-day weekends, during the academic year.
- 3) Adding additional days to the beginning or end of the December-January semester break is discouraged.
- 4) Per TAP No. 17, vacation time requires the approval of the department head.
- 5) Per TAP No. 17, lead time and advance notice are generally required.
- 6) Per TAP No. 17, each employee is responsible for requesting and accurately reporting vacation time taken in accordance with departmental and University procedures.

- 7) When multiple employees within a unit request the same days as vacation, per TAP No. 17, employees with greater seniority are generally given preference.
- 8) During the fall and spring semesters, it is strongly encouraged that planned multiple-day vacations be taken during periods when students are not on campus and/or other times when the office is not busiest.
- 9) Use of planned vacation days is strongly discouraged during periods where the campus is busiest, such as:
  - a. The week before fall classes begin and the first two weeks of the semester
  - b. The week before, and during, Homecoming Weekend
  - c. The week before, and during, Winter Commencement
  - d. The period between Easter Break and Spring Commencement
  - e. Other busy periods as defined by the unit or department
- 10) It is recognized that each circumstance and vacation request is unique, and that exceptions may be appropriate. Please provide as much advance notice as possible for review of vacation requests.
- 11) These guidelines do not apply to the use of unplanned times for family emergencies and illness. In those cases, please notify your supervisor as soon as possible.
- 12) These guidelines do not apply to the use of maternity/paternity/sick leave.