



Your Time Away Matters

A Guide to Understanding Your Vacation Benefits

Creighton Time Off and Leave Benefits



HELPING TO SUPPORT THE ENTIRE PERSON

Creighton University values enabling its eligible employees the opportunity to achieve a work-life harmony through various time off and leave of absence programs. Consult with HR to determine what leave benefits apply in your confidential, unique situation.



Time-off programs

Established holidays

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas holiday break (the University is closed during the period from Christmas Eve through New Year's Day)
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth

Sick hours

Benefits-eligible staff accrue sick leave hours each pay period based on annual scheduled hours.

Vacation

Benefits-eligible staff accrue vacation hours each pay period based on annual scheduled hours, job level and years of benefits-eligible service.

Volunteer service time off

Creighton provides paid time off for volunteer service work for benefits-eligible faculty and staff in support of the Jesuit Catholic mission.



Leave of Absence

Family medical leave

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- Christmas holiday break (the University is closed during the period from Christmas Eve through New Year's Day)
- For a serious health condition that makes the employee unable to perform the employee's job.

You must have been employed for one year and worked 1,040 hours prior to requesting your leave.

Medical leave

In the event an employee needs to take a leave of absence for an illness, and the employee is ineligible for the Family Medical Leave Act (FMLA), they may be eligible for a medical leave of absence and/or short-term disability.

Military leave

Policy complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

Paid parental leave

After one year of employment, benefits-eligible faculty and staff are eligible for six weeks of paid parental leave to provide parents with additional flexibility and time to bond with a new child, adjust to their new family situation and provide increased balance to their employment and family obligations.

Personal/family support leave

A personal/family support leave (PFSL) is an unpaid leave generally used in situations not covered by other types of University or federal/state/local laws.



Eligibility and Accrual Details

How Your Vacation Time Works

Faculty vacation time for regular 12 month full-time, library faculty accrue 176 hours of annual paid vacation while regular part-time twelve-month faculty members with an FTE of 0.75 or greater and/or 30 hours or more per week are entitled to accrue annual vacation proportional to the annual full-time allowance on a pro-rata schedule based on the full-time equivalency (FTE) ratio.

Staff vacation time is earned based on your **Job Level** and **Years of Service**. Full-time employees (40 hours/week) earn between 10-20 days annually, while part-time employees (30+ hours/week) receive proportional benefits. Your accrual rate increases with years of service, and your job level determines your accrual rate.

If you work less than 40 hours weekly but at least 30 hours (Part-Time), you will need to calculate your pro-rated amount by **dividing your annual hours by 2,080 to determine your FTE %**. Then, multiply your FTE % by the **hourly accrual rate** for your job level and years of service. [View example calculations on last page](#)

| | Monthly Accrual Rate in Hours | Bi-Weekly Accrual Rate in Hours | Vacation Time Accrued Yearly in Days | Maximum Accrued Vacation Hours Balance |
|--|----------------------------------|------------------------------------|---|---|
| Full-Time 12 month Faculty Vacation Accrual Hours <small>Tenure/Tenure Track, Full-Time Non-Tenure Track, and Library Faculty (12-month)</small> | | | | |
| Full-Time Faculty (1.0 FTE) | 14.67 hours | N/A | 22 days (~176 hours) | 44 days (~352 hours) |
| Part-Time 12 month Faculty Vacation Accrual Hours <small>Part-Time, Non-Tenure Track Faculty (12-month) with FTE ≥ 0.5 or ≥ 20 hours/week</small> | | | | |
| Part-Time Faculty 30 hours/week (0.75 FTE) | 11.00 hours | N/A | 16.5 days (~132 hours) | 33 days (~264 hours) |
| Full-Time Staff Vacation Accrual Hours <small>Job Levels F-K, and IT Band 1</small> | | | | |
| 0-5 years of service | 6.67 hours | 3.08 hours | 10 days (~80 hours) | 20 days (~160 hours) |
| 5-10 years of service | 8.00 hours | 3.69 hours | 12 days (~96 hours) | 24 days (~192 hours) |
| 10-15 years of service | 10.00 hours | 4.62 hours | 15 days (~120 hours) | 30 days (~240 hours) |
| 15+ years of service | 13.34 hours | 6.15 hours | 20 days (~160 hours) | 40 days (~320 hours) |
| Full-Time Staff Vacation Accrual Hours <small>Job Levels D-E, and IT Bands 2 & 3</small> | | | | |
| 0-5 years of service | 10.00 hours | 4.62 hours | 15 days (~120 hours) | 30 days (~240 hours) |
| 5-10 years of service | 11.34 hours | 5.23 hours | 17 days (~136 hours) | 34 days (~272 hours) |
| 10 or more years of service | 13.34 hours | 6.15 hours | 20 days (~160 hours) | 40 days (~320 hours) |
| Full-Time Staff Vacation Accrual Hours <small>Job Levels A-C, X and IT Bands 4 & 5</small> | | | | |
| 0-15+ years of service or more | 13.34 hours | N/A | 20 days (~160 hours) | 40 days (~320 hours) |

Key Details

Maximum Accrual Limits

Unused vacation may accrue up to a maximum of twice the annual accrual rate based upon the full time equivalency (FTE) ratio.

Once you reach your maximum, you'll stop accruing until you use some time. Unused accrued vacation will be paid at the time of termination or retirement.

Returning Employees (Bridge of Service)

If you leave the University and return **within one year**, your previous service counts toward your accrual rate and your service will bridge after completing six months.

Your Vacation Accrual Rate Depends On:

1. Job level
2. Years of service
3. Full-time equivalent (FTE) status

Who is Eligible?

1. Full-time 12 month tenure/tenure track, full-time non-tenure track, and library faculty employees
2. Part-time non-tenure track, and 12-month faculty with FTE > 0.75 or > 30 hours/week
3. Full-time staff employees working 40 hours per week, 52 weeks per year (2,080 hours annually)
4. Part-time staff employees working 30+ hours per week receive pro-rated benefits

Current Employees Working 1040-1559 hours annually (20-29 hours/week)

Benefits for this group sunset December 31, 2025; Employees hired and eligible prior to December 31, 2025 are "grandfathered" for a period of one year of continued eligibility, provided they continue to be employed at least .50 FTE during 2026.

Vacation Leave Calculation Examples

Accrual Charts for full-time, 12 month employees. Full-time is defined as working 40 hours per week times 52 weeks per year (2,080 annual hours).

| Levels F - M, and IT Band 1 | | | | | Levels E & D, and IT Bands 2 & 3 | | | | | Levels A - C & X, and IT Bands 4 & 5 | | | |
|-----------------------------|---------------------------|---------------------------|---------------------------------------|-----------------------------|----------------------------------|---------------------------|---------------------------|---------------------------------------|-----------------------------|--------------------------------------|---------------------------|---------------------------------------|-----------------------------|
| | Exempt Accrual Rate | Hourly Accrual Rate | Total Hours Accrued per Year | Maximum Hours Accrued | | Exempt Accrual Rate | Hourly Accrual Rate | Total Hours Accrued per Year | Maximum Hours Accrued | | Exempt Accrual Rate | Total Hours Accrued per Year | Maximum Hours Accrued |
| 0 - 5 years | 6.67 | 3.08 | 80 | 160 | 0 - 5 years | 10.00 | 4.62 | 120 | 240 | 0 years + | 13.34 | 160 | 320 |
| 5 - 10 years | 8.00 | 3.69 | 96 | 192 | 5 - 10 years | 11.34 | 5.23 | 136 | 272 | | | | |
| 10 - 15 years | 10.00 | 4.62 | 120 | 240 | 10 years + | 13.34 | 6.15 | 160 | 320 | | | | |
| 15 years + | 13.34 | 6.15 | 160 | 320 | | | | | | | | | |

If you are not full-time, your accrual will be pro-rated based on the full-time accrual rate. Use the following formula to determine your vacation accrual rate based on your full-time equivalent (FTE). For vacation accrual purposes, full-time is defined as working 40 hours per week, all 12 months of the year (40 times 52 weeks = 2,080 hours).

Formula:

Divide your annual hours by 2,080 to determine your FTE %. Then, multiply your FTE % by the accrual rate for your job level and years of service.

Example # 1

I work 32 hours per week for 39 weeks of the year. I am a level F with 7 years of service. 32 hours times 39 weeks = 1,248 hours per year.

Biweekly paid: 1,248 divided by 2080 = .60 FTE times 3.69 accrual rate = 2.21 hours earned per pay period.

OR:

Monthly paid: 1,248 divided by 2080 = .60 FTE times 8.00 accrual rate = 4.8 hours per month.

Example # 2

I work 36 hours per week for 52 weeks of the year. I am a level H with 15 years of service. 36 hours times 52 weeks = 1,872 hours per year.

Biweekly paid: 1,872 divided by 2080 = .90 FTE times 6.15 accrual rate = 5.53 hours earned per pay period.

OR:

Monthly paid: 1,872 divided by 2080 = .90 FTE times 13.34 accrual rate = 12 hours per month.