

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief Human Resources Officer  
**Approved by:** President  
**Approval Date:** 11/1/2020

## **VACATION**

NewU recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The University provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

### **Executive Staff**

Executive Staff may work on their own schedule and from any location, as well as take time off at any time and for any reason, provided that this does not in any way negatively affect the quality of their work or the work of other NewU team members, and does not delay any work or work deliverables of importance to NewU. At times and with reasonable notice, The President may ask any Executive Staff to temporarily pause or altogether discontinue their time off. If the President requires it, Executive Staff must either return to their workstation or perform tasks on a timeline set by the President at any time. Executive Staff are required to notify in writing and with reasonable notice both the President and the HR office of any upcoming time off or location change which is expected to last for more than 3 (three) days.

Any team member who is eligible for Flex Time is automatically ineligible for Paid Time Off and for Personal Days.

### **Paid Time Off (PTO)**

All NewU Full-time Exempt Employees, are eligible to utilize up to 20 (twenty) business days of PTO per fiscal year roughly equivalent to 4 weeks of vacation. Unused PTO days do not accrue and do not carry over to subsequent periods.

PTO requests must be submitted in writing at least 2 weeks in advance of the planned vacation, and approved by the direct supervisor. Supervisors may make exceptions for good cause at their discretion, provided that NewU is not adversely affected.

Any team member who is eligible for Flex Time is automatically ineligible for Paid Time Off or for Personal Days.

### **Personal Days**

All NewU Full-time Exempt Employees are eligible to claim up to 10 (ten) Personal Days per fiscal year for good cause to care for their own physical or emotional wellbeing or that of close family members, make court appearances, vote, take time for bereavement, etc. Supervisors may require substantiation prior to approving any Personal Days. Any requests

for Personal Days must be submitted in writing to the direct supervisor at the earliest opportunity, and approved by the direct supervisor. Supervisors may make exceptions for good cause at their discretion, provided that NewU is not adversely affected.

Any team member who is eligible for Flex Time is automatically ineligible for Paid Time Off or for Personal Days.

**[End]**