

Policy: 5.18

Vacation

Purpose

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Scope

This policy applies to full-time and part-time staff employees.

Policy Statement

Upon initial employment with the College, vacation benefits begin to be earned. As vacation hours are reflected in the HR/payroll system, the employee may request use of these hours. Employees may not borrow against their vacation banks; therefore, no advance leave will be granted.

Supervisors should establish and communicate to employees the guidelines for requesting vacation time. Employees should request vacation leave in advance, following the supervisor's guidelines for requesting vacation time. All vacation leave is subject to approval by the supervisor.

Accrual of Vacation Leave

The accrual rate for full-time and part-time staff is as follows:

Full-Time

Years of Service	Annual Accrual	Maximum Accumulation Allowed
Upon initial employment through 4 years	80 Hours (6.67 hours per month)	120 Hours
Beginning year 5 through year 9	120 Hours (10.0 hours per month)	160 Hours
Year 10 and thereafter	160 Hours (13.34 hours per month)	200 Hours

Part-time employees began to accrue vacation when they work 20 or more hours per week.

Part-Time Employees

Years of Service	Annual Accrual	Maximum Accumulation Allowed
Upon initial employment through 4 years	3.33 hours per month	60 Hours
Beginning year 5 through year 9	5 hours per month	80 Hours
Year 10 and thereafter	6.6 hours per month	100 Hours

Administrators

Years of Service	Annual Accrual	Maximum Accumulation Allowed
Upon initial employment	160 Hours (13.34 hours per month)	320 Hours

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event available vacation is not used by the end of the fiscal year; it may be carried forward to the next fiscal year. Vacation leave time will not exceed the maximum accumulation amount. If the total amount of carried-over accrued vacation time reaches the maximum accumulation limit, vacation accrual will temporarily stop. When vacation is taken again and the total accumulated amount falls below the maximum, vacation accrual will begin again. An employee that is in an unpaid status will not accrue vacation leave.

Any holidays that fall either within or on the day preceding or the day following a vacation period shall not be counted as vacation dates for full-time employees

For those days that the College is closed, part-time employees will not be paid for those days. However, part-time employees can use their accrued vacation leave to receive pay for the days that the College is closed.

Any employee changing from an employment period of less than twelve months in any school year to that of a twelve-month employee shall be allowed to count previous employment years for the purpose of determining the amount of vacation time.

Unused Vacation Leave Upon Separation of Employment

When an employee separates from the College, unused vacation leave that has been earned through the last day of active employment will be paid at the employee's hourly rate of pay at separation. The payout for accrued vacation will not exceed the maximum accumulation amount.

Grandfathered Employees Clause

Part-time employees working 12 months and an average of 20 hours per week on or before June 18, 2021 will continue to accrue leave at the rates established prior to the policy change implemented on June 18, 2021. If a part-time employee's work hours fall below an average of 20 hours per week or there is a break in employment, the employee's leave accrual rate will no longer be grandfathered.

Should the employee later begin to work an average of 20 hours per week or become re-employed, their leave accrual rate will be determined by the accrual rates established in the new policy implemented on June 18, 2021.

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