



Employee Vacation Leave Policy

Employee
Effective Date: January 25, 2019
Approved Revision Date: January 14, 2019

- (1) Full-time, salaried employees are entitled to vacation leave. The College Campus believes that an annual vacation is important and necessary for the well-being of each employee. Therefore, each employee is encouraged to use his/her full vacation each year. With supervisor approval and with consideration to daily operations and scheduling, employees may use any portion of their vacation hours that they will accrue by the end of the fiscal year.

- (2) Hourly employees are not entitled to vacation leave.

(3) Vacation Allowance

- (a) Classified Employees. Full-time, salaried, Classified employees who begin employment on or after October 31, 2012, earn vacation time according to the following schedule:

Full Fiscal Years of Continuous Employment / Hours Accrued Per Pay Period		
0 – 5	/	4
6 – 10	/	5
11–15	/	6
16+	/	7

- (b) Faculty and Professional/Administrative Employees. Full-time, salaried, Faculty and Professional/Administrative employees who begin employment on or after October 31 2012, earn vacation time according to the following schedule:

Full Fiscal Years of Continuous Employment / Hours Accrued Per Pay Period		
0 – 5	/	5
6 – 10	/	6
11 +	/	7

- (c) Faculty and Professional/Administrative/Classified Employees. Full-time, salaried, Faculty and Professional/Administrative/Classified employees who began employment prior to October 31, 2012, are allowed 7 hours per pay period of paid vacation.

- (d) Executive Employees. Executive employees are allowed 8.33 hours per pay period of paid vacation.

- (4) At the end of each fiscal year, unused vacation hours may be carried over up to the maximum of the amount of time the employee earned during that year. Hours not used in excess of the maximum carryover are forfeited.
- (5) Vacation hours may be taken on a regular work day with the approval of the employee's immediate supervisor and in accordance with the employee's workload. No more than 10 work days of vacation may be taken consecutively except when written consent is given by the employee's Budget Executive or the Campus President.
- (6) An employee who is ill and requires time beyond his/her accumulated sick leave may use any unused vacation remaining.
- (7) An employee with a positive balance of accrued vacation hours may donate hours to another employee who has exhausted his/her own vacation and sick leave and needs additional time because of illness or crisis with the approval of the immediate supervisor and the College President.
- (8) Upon an employee's separation, the number of vacation hours are prorated up to the final day of employment. The employee is reimbursed at his or her current rate of salary for

accumulated vacation hours. If a negative balance exists, the negative amount will be deducted from the employee's regular salary and/or wages amount on the final paycheck.

- (9) Employees may choose an annual election to cash-out a portion of their vacation leave balance. This option may be chosen each year on between November 1st and November 30th by providing written notice to the Finance Department. Employees may convert up to 40 hours of vacation leave into either gross pay or retirement account contributions. The hours converted will be paid at 75% of their value at the employee's current rate (for example, if 40 hours are converted, the employee will be paid for 30 additional hours).
- (10) Vacation Scheduling
 - (a) Employees must seek approval from the immediate supervisor prior to using any vacation time by applying for vacation leave in the College payroll system.
 - (b) Faculty may not schedule vacation leave during the first or last two weeks of a module or cohort.
 - (c) Faculty is encouraged to schedule vacation time between modules or during cohort breaks when student schedules are not impacted and when no substitute is required.