

Category: Personnel

Policy Title: VACATION LEAVE

**Policy Statement:** Full-time, non-faculty, employees working 35 or more hours per week will earn paid vacation at the following rates:

Length of Service Vacation Accrual Rate

Less than 5 years 1 day per month

5 years or more 1.25 days per month

Administrative personnel earn 1.25 days of vacation per month.

**Procedures:** Vacation leave must be earned before it can be used. No vacation leave is earned during a month when the employee is on "leave without pay" any time during that same month. Vacation leave may be taken as it is earned with the exception noted in the paragraph below.

Vacation leave may be taken in hourly increments up to four hours or full day request. All vacation leave requests must be approved by the employee's supervisor prior to the date(s) the leave is to be used. Employees are advised to request leave well in advance of the anticipated day, when the leave is to be taken. Supervisors do have the authority, however, to grant oral or same day requests for the use of vacation leave if the workload allows it. It is the supervisor's responsibility to ensure adequate staffing. It is the employee and supervisor's responsibility to inform the Payroll Office of all employee leaves.

**Exception:** Employees begin to earn/accumulate vacation leave from the first full month of employment. An employee is not eligible to use any accumulated vacation leave days until after they have completed 60 consecutive days of employment with the college.

Vacation leave may be accumulated. No more than 20 days of accumulated vacation leave may be carried forward to the next fiscal year, July 1. It is the employee's responsibility to request and receive approval to use vacation leave prior to June 30. When an employee separates from college employment, accumulated and unused vacation leave, up to a maximum of 20 days will be paid at the employee's current daily rate of pay. Employees paid from grant and endowment funds will be paid for unused vacation leave only if funding is available from their respective funding source. Employees may not use vacation days to extend their employment. Employees must be actively working their last day of employment.

Contacts: Payroll Coordinator

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