

## Vacation

### POLICY STATEMENT

#### Eligibility

- Regular full-time employees working 12 months are eligible to accrue and use vacation.
  - Staff working in positions that are less than 12 months or less than 40 hours per week do not accrue vacation.
- Vacation will be limited to the amount of vacation that the employee has earned to date. Any vacation used in excess of the employee's balance will result in a reduction of the employee's pay.

#### Accrual of Vacation Leave

- Regular full-time employees listed below will accrue vacation bi-weekly equivalent to the amounts listed below:

Class	Length of Service	Accrual Rate Per Pay Period	Days per Year	Maximum Accrual
Grade 13 & Below	Less than 5 years (0-60 months)	3.08 hours	10	160
Grade 13 & Below	5+ years (60+ months)	4.62 hours	15	240
Grade 14 & Above	Any	4.62 hours	15	240
12 month Faculty	Any	4.62 hours	15	240

- An eligible employee on FMLA, paid status, continues to accrue vacation; he/she does not earn vacation when on an unpaid status (Policy 2.12).
- The maximum number of accumulated days cannot exceed twice the annualized vacation credit amount. When the maximum is reached no further vacation will be earned until the total accrued has been reduced below the maximum.

### **Using Vacation**

- Vacation cannot be used to extend an employee's last day of employment. The last day of employment is the last day worked.
- Vacations are to be planned to coordinate with College responsibilities and with the operational needs of the work unit. All requests for leave require approval by the employee's supervisor before the leave is actually taken, using the departmentally prescribed method to request approval.
- Leave which is approved under the Family and Medical Leave Policy (Policy 2.12) will be charged against the employee's unused, accrued vacation as specified in that policy.
- In addition to hours worked, regular full-time, non-exempt staff employees may elect to use vacation hours so pay equals 40 hours per week during the defined summer months.

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### **RELATED INFORMATION**

Policy 2.12: Medical Leave: FMLA

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### **POLICY HISTORY**

Formerly 2.3.3, Adopted 2/1/2005

Revised 7/1/2005

Revised 1/4/2010

Revised 8/15/2011

Renumbered to Policy 2.09 in 10/2014

Revised 4/7/2015

Revised 11/3/2016, Adopted 12/5/2016

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