

## HOURLY STAFF VACATION POLICY (Effective January 1, 2014)

### **VACATION ACCRUAL CHART**

**(For Full-Time, Year Round Employees starting on or after January 1, 2014)**

SERVICE	VACATION
1 to 12 months	Prorated portion of 10 days
Completion of 1-2 years	10 days
Completion of 3-5 years	12 days
Completion of 6-10 years	17 days
Completion of 11-15 years	20 days
Completion of 16 or more years	22 days

**(For Full-Time, Year Round Employees starting before January 1, 2014)**

SERVICE	VACATION
1 to 12 months	Prorated portion of 10 days
After Completion of 1 year	10 days
After Completion of 2 years	15 days
After Completion of 3 years	20 days
After Completion of 6 years	21 days
After Completion of 9 years	22 days
After Completion of 12 years	23 days
After Completion of 15 years	24 days
After Completion of 18 years	25 days

**Vacation hours are earned and accumulated on a bi-weekly pay period basis according to date of hire, length of service, and number of hours paid.**

- Newly employed staff will earn vacation hours from the date of hire based on the accrual chart. Newly employed staff members are not eligible to take paid vacation time until completion of 30 days of employment.
- Benefit eligible staff working less than full-time or less than year round will receive a pro-rated amount of vacation time based on hours worked.
- Staff completing a year of service warranting additional vacation time will begin to earn the higher rate of vacation hours in the first pay period following the anniversary of the date of hire.
- Staff on any type of approved leave of absence will not accrue vacation time and other similar benefits during the period of the leave unless otherwise required by law.

- Staff who work in direct “student service areas” are normally expected to be at work when the College is in session. These employees, with appropriate supervisory approval, are normally expected to request, use, and be paid for accrued vacation time during the breaks between terms. Single day vacation requests, special considerations, and emergencies will be reviewed by the immediate supervisor on a case by case basis.

**Vacation hours accumulate and are used on a calendar year basis.**

- Staff members may request to take the full annual vacation allotment before it is actually earned, but may not advance vacation hours from the next calendar year.
- Staff members are expected to use the full annual vacation hour allotment each calendar year. Staff not using the entire allotment may carry over a maximum of five (5) unused vacation days into the next calendar year. Except for extenuating circumstances, staff will forfeit any vacation hours in excess of the five (5) days.

Extenuating circumstances will include unexpected work demands or leaves of absence that prevent the staff member from using vacation time. Requests for an extenuating circumstances rollover should be made in writing by the immediate supervisor to Human Resources. Requests should include the amount of extenuating circumstances rollover time requested and the reason vacation time could not be taken.

- Staff members are not eligible to receive pay in lieu of time off.

**Supervisor approvals and vacation pay advances.**

- All vacation requests must be made in advance and approved by the immediate supervisor. Departments may determine the amount of advance notice required. Departments may, on occasion, deny vacation requests due to scheduling or work conflicts.
- Staff members may receive vacation pay in advance provided a request is made in writing and approved by the immediate supervisor at least two weeks prior to the date of the requested paycheck advance. In addition to the written request, the employee must submit a current timesheet and a second timesheet covering the period of the vacation advance. Requests should be submitted to Payroll. Staff may only request vacation pay in advance for earned vacation hours.

**Termination of employment or retirement.**

- If an employee terminates or retires, and provides due notice (providing written notification to an immediate Supervisor at least two (2) weeks prior to the last scheduled day of work), the final paycheck will include pay for the unused portion of earned vacation hours. Failure to provide due notice of two weeks or more will result in forfeiture of accrued but unused vacation time.
- The College may, in its discretion, pay employees who are involuntarily terminated for accrued, unused vacation time. Otherwise, employees who are involuntarily terminated forfeit accrued, unused vacation time.
- If an employee terminates or retires with a negative vacation balance, upon separation from employment, the employee will be required to reimburse the College for the cost of advanced vacation pay.