VACATION LEAVE

POLICY

1. Definitions

   A. Regular Full-Time Employee: An employee who is scheduled to work the college's official workweek.

   B. Regular Part-Time Employee: An employee who is scheduled to work at least twenty hours (20) per week on a twelve (12) month basis or who is scheduled to work the full school or academic year of nine (9) months or more and who is not a faculty member, temporary, or student employee.

   C. Temporary Employee: An employee who is employed for a period not exceeding six (6) months to provide for specific, defined projects for peak workloads and for short time replacement of permanent employees on leave of absence.

   D. Student Employee: An employee who is primarily a student and is employed by the college.

   E. Day: The total hours in a workday that an employee is regularly scheduled to work.

   F. Year: A calendar year, from January 1 through December 31.

2. Eligibility

   A. Regular full-time employees and Regular part-time employees in accordance with the definitions and in the amounts prescribed herein.

PROCEDURE

1. Responsibilities

   A. The department heads are responsible for leave authorizations within the prescribed regulations and will guard against violations and abuse. They will ensure that the leave and attendance is recorded accurately on the appropriate form(s). The regulations will be applied on an equitable basis for all employees and department heads will advise their employees concerning leave matters.

   B. Request for leave by an employee must be approved in advance by the employee's department head. Failure to do so by the employee can result in disciplinary action and possible dismissal of the employee.

C. The Human Resources Dept. is responsible for leave computation, processing of leave, recording listings, preparation of required reports and leave policy interpretation.

2. Employee Job Category Levels

A. Regular full-time employees shall be classified in the following job category levels:

(1) *Level I*: Executives (Salary Exempt)

(2) *Level II*: Salary Exempt and Salary Non-Exempt Employees

(3) *Level III*: Hourly Employees

3. Vacation Leave Accrual Rates

Level I

Length of Service	Accrual Per Month	Max. Accrual Per Year
Less than 5 years	1 1/4 working days	15 days
5 - 10 years	1 3/4 working days	21 days
10 - 15 years	1 5/6 working days	22 days
15 years +	2 1/12 working days	25 days

Level II

Length of Service	Accrual Per Month	Max. Accrual Per Year
Less than 5 years	5/6 working days	10 days
5 - 10 years	1 1/4 working days	15 days
10 - 15 years	1 1/2 working days	18 days
15 years +	1 3/4 working days	21 days

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Level III

Length of Service	Accrual Per Month	Max. Accrual Per Year
Less than 5 years	3/4 working days	9 days
5 - 10 years	11/12 working days	11 days
10 - 15 years	1 1/12 working days	13 days
15 years +	1 1/4 working days	15 days

4. Maximum Accumulation

When an employee accumulates the maximum vacation leave to which he or she is authorized, the employee ceases to earn vacation leave credits until such time as the accrued leave is reduced to less than the maximum ceiling. Once accrued leave is reduced to less than the authorized maximum, the employee resumes earning vacation leave at the prescribed rate. Employees shall be allowed to carry over from one year to the next any unused leave up to the maximum allowable accumulation for the employee.

5. Crediting Vacation Leave

A. Employees shall not be credited with leave earnings for any month in which they are not in a pay status for one-half (1/2) or more of the workdays of the month. In the event that an employee begins or terminates their employment during a given month, the accrual for that month will be prorated.

B. Vacation leave shall be computed from the date of hiring of the employee and leave earned shall be posted to the employee's leave record on the last workday of the month. No leave time shall be used before it is awarded without prior written approval of the President.

6. Vacation Leave Scheduling

The individual department is responsible for its procedures in conjunction with requests for vacation leave, and the scheduling of vacation leave. To the degree possible, employees' request for specific periods of vacation leave shall be honored. However, consideration of workloads, work distribution, and similar factors may necessitate changes. Requests for vacation days must be submitted to the supervisor in advance for approval and forwarded to the payroll department for verification of available time.

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7. Vacation Leave Changes and Absent Without Leave

The minimum charge for vacation leave shall normally be one (1) hour. Unauthorized absences such as tardiness, etc. can be charged to absence without leave or vacation leave. The choice shall be that of the Level I supervisor.

8. Holiday During Vacation Leave

A holiday observed by the college while an employee is on vacation leave shall not be charged as vacation leave.

9. Vacation Leave Computation

Computation of leave accruals for full-time employees will be as stated herein. Regular part-time employee accruals will be calculated proportionately with the number of hours worked each month. If during any month the employee does not average at least 1/2 time (20 hours per week), no accrual of vacation time will be recorded for that month. Records of leave earned, taken, and accumulated shall be converted to hourly equivalents. In order to compute the vacation leave taken in any given day, the total hours worked in that day should be deducted from the total number of working hours in that employee's regular working day. The remainder is the amount that should be charged to vacation leave.

10. Leave Without Pay

Periods of authorized leave without pay of over twenty (20) working days in any calendar year shall not be credited as service for determining vacation leave earnings.

11. Accrual of Vacation Leave for Employee on Leave with Pay Status

Vacation leave will accrue to an employee who is on Leave with Pay status such as vacation or paid sick leave; provided that no employee on vacation leave before terminating shall earn any leave credit after the last day of work.

12. Termination of Employment

Upon termination of employment for reason other than resignation with appropriate notice (e.g., discharge, layoff, etc.) by the employee, the employee will not be compensated for unused vacation time.

Leave credit is determined as of the last working day. No additional vacation leave earnings apply during the period represented by a lump sum payment and service credits are not given for such

periods. Deductions shall be made from the final paycheck for employees who have used vacation leave in excess of vacation leave earned at the time of termination.

13. Problems Regarding Vacation Leave

Employees or departments that have problems regarding the administration of vacation leave or questions about the policies herein are to contact the director of Human Resources for assistance. As needed, interpretive memoranda will be issued to clarify the policy intent or other details that will assist in carrying out the provisions of this policy.

Future changes to the operations of the College may necessitate changing this or any other policy or benefit. As such, this benefit may be changed, amended, modified or discontinued by the College when, in its sole discretion, the College deems such modification necessary. Any such changes may be implemented with or without notice.