



NO. 2201 VACATION LEAVE

1.0 **PURPOSE:** Oklahoma City Community College ("OCCC") provides paid vacation leave to Eligible Employees to allow for rest and rejuvenation.

2.0 **DEFINITIONS:**

2.1 **Eligible Employee:** For purposes of this policy, "Eligible Employee" is defined as all Regular Full-Time Employees, except the President of OCCC and except those whose positions are regularly budgeted for less than 2080 hours per fiscal year.

2.2 **Service Date:** The "Service Date" is an employee's first date of employment as a Regular Employee adjusted for any breaks in employment as a Regular Employee.

2.3 **Year of Service:** A "Year of Service" is a 12-month period of Regular employment ending on the day before the anniversary of the Service Date.

2.4 **Maximum Accumulation:** "Maximum Accumulation" is the most vacation leave an Eligible Employee can accumulate. An Eligible Employee whose accrued leave balance is equal to the maximum accumulation accrues no additional vacation leave.

3.0 **ACCRUING AND ACCUMULATING VACATION LEAVE:**

3.1 Eligible Employees earn vacation leave for each month in which the employee works or is in paid leave status according to the following schedule:

Years of Service	Monthly Accrual Rate	Maximum Accumulation
Less than 5	8 hours	192 hours (24 days)
5 but less than 10	10 hours	240 hours (30 days)
10 but less than 15	12 hours	288 hours (36 days)
15 but less than 20	14 hours	336 hours (42 days)
20 or more	16 hours	384 hours (48 days)

3.2 Vacation leave accrues and is available for use on the first day of the month following the month for which it is earned. An employee must be a Regular Full-Time Employee of OCCC on the first day of the month to accrue vacation leave earned for the preceding month.

3.3 Employees who are not Eligible Employees do not earn or accrue vacation leave and are not eligible to take paid vacation.

4.0 **VACATION PAYABLE UPON SEPARATION:** Unused accrued vacation leave up to the maximum accumulation will be paid upon separation from employment as an Eligible Employee.

5.0 **REQUESTING VACATION LEAVE:**

5.1 Employees must request vacation leave in writing using the Application for Leave form available at http://employee.occc.edu/forms/hr/Application_for_Leave.doc; [Application for Leave](#).

5.2 Scheduling of vacation time is subject to supervisory approval. Employees must work with their supervisor to schedule vacation in such a way as to minimize adverse impact on departmental operations.

- 6.0 OCCC does not advance vacation leave. Eligible Employees may use only that vacation leave which has been accrued prior to the date of leave usage.
- 7.0 **EMPLOYEE RESPONSIBILITY:** Vacation time must be scheduled in advance with the approval of the employee's supervisor. Repeated failure to schedule and obtain advance approval of vacation time is not appropriate and may result in the denial of time off and/or denial of paid leave. It may also affect an employee's performance evaluation and/or result in disciplinary action up to and including termination of employment.
- 8.0 **INCLEMENT WEATHER LEAVE:** Employees on scheduled vacation leave will not be granted paid inclement weather leave.

Adopted as Board of Regents Internal Operating Policy 208: June 23, 1993

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