



## **Vacation Leave HR 300.2:**

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### **Purpose**

To outline the purpose of and policies involving eligible employees' vacation leave.

### **Applicability**

All full-time and part-time employees.

### **Source**

The College policy.

### **Policy**

Paid vacation time is given to provide a time to rest and relax during the course of a year's work.

Eligible employees are entitled to take paid vacation, as approved by their immediate supervisor. All vacation should be approved in advance whenever possible.

#### Accrual and Use:

Eligible staff will accrue vacation leave credit at the following rates:

Type of Employee	Accrual per Month	Accrual Per Fiscal Year
Regular	1.83 day	22 days
Administrative Nonexempt	1.83 day	22 days
Provisional*	0 "	0 "
Temporary	0 "	0 "
Hourly Nonexempt	0.83 "	10 "

\*When a provisional employee achieves regular employee status, the employee automatically accrues vacation time retroactively to the date of hire. The calculation of retroactive vacation time operates as follows:



retroactive accrual begins the month the person started working, provided the date of employment is the 15th of the month or earlier; otherwise, accrual begins the following month.

Hourly nonexempt employees are eligible to take vacation time after completing six months of continuous service.

Part-time employees who regularly work at least 20 hours a week or more receive one-half the vacation time normally allocated to a full-time employee in the same position.

The College reserves the right to deny any vacation request that might adversely affect its operations. Employees with seniority should be given preference in scheduling vacation time, provided the request is made in a timely manner.

Accrual continues through the month of termination if and only if the date of termination is the fifteenth of the month or later. If termination is before the 15th of the month, accrual stops at the end of the previous month.

#### Accumulation:

Employees may accumulate a maximum of thirty (30) days' vacation leave.

#### Cash Payment for Accrued Vacation Leave:

A regular employee whose employment is terminated because of resignation, dismissal or layoff will receive the cash value of unused, accrued vacation, computed up to and including the last full day worked, provided the employee has given proper advance notice in the event of resignation.

In the event of death, the employee's estate will be paid for all accumulated vacation leave at the rate of pay in effect at the time of the employee's death.

#### Staff on Paid Leave:

Vacation leave continues to accrue for eligible staff while on paid leave.



### Staff on Unpaid Leave:

Vacation leave will not accrue for eligible staff while on unpaid leave.

*Note: Leave under the Family Medical Leave Act (FMLA) is not an additional leave; rather, it is to be used concurrently with this policy when the employee is using his or her accrued vacation time for one of the circumstances detailed in Section V, HR 300.10.*

## **Procedure**

## **Revision History**

Last revision completed on 1.1.2008.