



VACATION LEAVE

Vacation leave is provided to allow employees time off from work with pay for rest and personal convenience.

Eligibility

Full-time administrators and staff are entitled to take vacation leave with pay according to the attached schedule. Part-time staff are entitled to vacation leave according to the number of hours regularly worked each week.

Earning Vacation

Employees are granted an allotment of vacation days each fiscal year on July 1st of each year, based on their job classification and length of service. A schedule defining the specific allotments for each category is shown below.

Using Vacation

Employees are expected to use their allotted vacation days during the fiscal year in which they are provided. Unused vacation will be forfeited if not used by June 30th of each fiscal year.

Non-exempt employees may take in ½ day or full day increments only.

Exempt employees may take vacation in full day increments only, in compliance with the Fair Labor Standards Act.

Newly Hired Employees

Newly hired employees will be granted provision to take vacation leave during the fiscal year they are employed. The allowance provided will be based on a schedule proportionate to their annual allowance and will be computed as follows:

MONTH OF EMPLOYMENT	PROPORTIONATE ALLOWANCE
July	11 twelfths
August	10 twelfths
September	9 twelfths
October	8 twelfths
November	7 twelfths
December	6 twelfths
January	5 twelfths
February	4 twelfths
March	3 twelfths
April-June	None

A break in service, which is not an approved leave, shall require that the employee so re-employed shall, for the purposes of computing annual vacation allowance, be treated as a new employee

Newly hired employees must be employed for a period of three months to be eligible to take vacation leave.

All employees, including newly hired employees, are granted a full annual allowance on July 1st of each fiscal year, to be taken during that academic year.

Any vacation not used before June 30th of each year will be forfeited and may not be carried over to the new fiscal period.

Termination of Employment

Pay will not be provided in lieu of annual vacation leave, except in the case of separation. Upon termination of employment, vacation time earned but not yet used will be paid to the employee with their final paycheck.

Vacation earned will be computed based on the number of full months employed from July 1st of each year to the date of termination.

Any vacation taken that is in excess of the amount earned for that year must be repaid at the time of termination.

Requesting Vacation Leave

Employees should submit a Leave Request Form for approval by their supervisor as far in advance as possible. Supervisors must make every effort to ensure that employees have ample opportunity to take vacation leave, and that they have a reasonable opportunity to take it when they desire.

Supervisors have the responsibility of ensuring that their office/department is able to continue to serve the college community and may restrict vacation during certain critical periods of heavy usage or demand on their particular office/department. This includes the periods before or after the start of a session/semester or other similar times. Supervisors should identify these periods to their employees in advance.

In particular, no vacation leave will be permitted during the two weeks prior to the first day of fall classes through one week after the beginning of classes for any employee who provides service or support to students or whose position impacts activities related to the start of the academic year.

Fridays during the summer, from Memorial Day weekend to two weeks before the opening of the fall semester, and other times of reduced or adjusted schedule, will be considered a full eight-day (eight hours) and will be charged accordingly for purposes of computing vacation consumption.

SCHEDULE OF ANNUAL VACATION LEAVE

Staff Classification	Years of Service	Days Granted Per Year
Exempt Employees		
Administration ¹	0+	20 days
Other Exempt Employees	up to 3	15 days
	3+	20 days
Non Exempt Employees hired on or before February 29, 2004		
	up to 2	10 days
	2 to 7	15 days
	8+	20 days
Non Exempt Employees hired after February 29, 2004		
	up to 3	10 days
	3 to 8	15 days
	9+	20 days

All part-time employees, and those working a regular schedule of less than 40 hours weekly, will be granted vacation allowance proportionate to their regular schedule of weekly hours divided by 40.

¹ Employees with the title of President, Vice President, Dean, Assistant Dean and Assistant to the President are considered "administration."