SUBJECT: VACATION LEAVE (STAFF ONLY)

1.0 POLICY

1.1. Employees will complete a leave report by the 7th and supervisors will approve the leave report by the 10th of the following month regardless whether leave is taken in a given month.

1.2. Vacation Leave

Category	Vacations Days Per Year	Vacation Days Per Month (Hours)
0-6 months	6	NA (8)
7-36 months	15	1.25 (10)
4-6 years	18	1.5 (12)
7+ years	22	1.83 (14.67)

1.3. Those salaried employees working less than full-time equivalent but more than 75% time shall be entitled to the same relative percent of vacation leave benefits as their percent of employment relates to a full-time employee.

1.3.1. Example: An individual working as a .80 FTE staff employee would be entitled to 12 days (15 days x .80) of vacation during the first three years of employment; 18 days during the 4 through 6-year period). Rounding up takes place at the half-way point. Any factor at .50 or above is rounded up; any factor at .49 or below is rounded down.

1.4. The maximum accrual of unused vacation that can be carried forward to the new calendar year shall not exceed thirty (30) days (240 hours). These thirty (30) days may be added to the entitlement of the forthcoming calendar year. Vacation time is earned by the month. A day or days of leave follows a month of employment.

1.5. Positions funded by special grants and programs may not accrue vacation days and should plan to take their annual leave during each fiscal year. Vacation days unused at the time such a program or project is completed will be lost without pay to the employee.

1.6. Scheduling of vacation time will be determined by the employee's administrative head who will attempt to schedule in a way that will best meet the needs of both the employee and the College.

1.7. When an employee terminates and then is rehired after 365 days, his/her vacation leave credit starts from the date of rehire and is treated the same as a new hire.

1.8. Employees hired on or before the 15th of the month shall accrue one day of vacation for that month. Employees hired on or after the 16th day of the month shall begin vacation accrual in the following month.

1.9. Employees in a "leave without pay" status shall not accrue annual leave during this period.

1.10. Employees should plan to take their annual leave each year.

1.11. Under this policy as of July 1, 2003 an individual's time will be adjusted to follow the guidelines set forth. When the position is vacated by those individuals, as a result of promotion, transfer, or termination, then the position will revert to the time parameters contained in this policy.