

# CHICO STATE ENTERPRISES VACATION POLICY

Chico State Enterprises' (CSE) paid vacation plan is a part of the benefits package extended to full-time, year-round staff members, and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of offering paid time off is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. CSE's goal is to provide time for personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full-time staff members without impacting the employee's compensation.

## 1. Eligibility

Staff members eligible for this benefit include regularly scheduled employees working 30 hours or more per week (.75 FTE). Eligible employees begin to accrue vacation time from the first day of regular employment and may begin to use accrued time as soon as it is available.

## 2. Accrual Method

Vacation days shall be earned on an accrual basis during active employment at the following rates:

Length of Service (in months)	Accrued Hour Per Hour of Service	Example of Hours Earned*
0 – 36	0.03848 hrs.	80.04
37 – 72	0.05769 hrs.	120.00
73 – 120	0.06542 hrs.	136.07
121 – 180	0.07304 hrs.	151.92
181 – 240	0.08077 hrs.	168.00
241 – 300	0.08550 hrs.	177.84
300 +	0.09230 hrs.	191.98

*\* Example: A full-time benefited employee working 52 weeks in a year at 40 hours per week is 2,080 hours per year.  $2080 \text{ hours} \times 0.03848 \text{ accrued rate} = 80.04 \text{ accrued vacation hours in a year.}$*

Paid vacation time is accrued during periods of active employment and may not be used before it is earned. Paid vacation time does not accrue during an employee's personal leave of absence, unpaid time off, or periods of administrative leave. Employees needing to take time off prior to earning paid vacation time may submit a request for non-paid time off. Once earned, vacation days shall be paid as used, at employee's then-current rate of pay and based on employee's regular work schedule.

Vacation days will not be considered as time worked for purposes of calculating overtime. If a holiday occurs during employee's vacation period, holiday pay will be paid at employee's regular rate of pay and no vacation time will be used for that day.

## 3. Requesting Time Off

Employees shall submit a written request for time off to their Manager as early as possible, but not later than two weeks prior to the requested time off dates. In the event that a two week notice is not feasible, requests for time off will be reviewed at the discretion of the Manager.

## 4. Usage

Vacation days may be requested in hourly increments, up to a maximum of ten consecutive days off at one time without additional Manager approval. Employees missing any partial or full scheduled work hours (not covered under sick time, other authorized paid time-off or Pregnancy Disability Leave) will be required to use vacation accrual hours.

## **5. Arrangements**

Employees are responsible for developing their own plan for coverage of their duties during their time off period. Requests for time off will be reviewed with due consideration for peak work periods during the year. Time off requests must be coordinated and approved by the employee's Manager, subject to scheduling, site needs and available site coverage. If the time off request is approved, employee should immediately communicate vacation dates to applicable co-workers to ensure organizational needs are met and coverage is coordinated during the employee's absence.

## **6. Carry-over**

CSE recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time as fully as possible during the year in which it is earned. In the event that accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

## **7. Cap**

***If the total amount of unused vacation time reaches 250 hours, further vacation accrual will stop.*** When the employee uses sufficient paid vacation time to bring the accrued amount below the cap, vacation accrual will begin again up to the cap limit.

## **8. Vested Benefit**

Pursuant to the laws of the State of California, accrued vacation time is a vested benefit. Vacation accrued will only be paid out under the following circumstances:

- A. Upon separation of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on employee's regular rate of pay at the time of separation.
- B. Employees changing status or employment classification to a classification that does not offer paid vacation time, will receive a pay out of any accrued, unused time to coincide with the effective date of employee's change of status.

## **9. Leave Sharing**

Employees may donate vacation time on an hour-for-hour basis, regardless of differing pay scales, to another employee:

- A. Who has exhausted sick and vacation leave due to catastrophic illness or injury affecting the employee or an immediate family member, or
- B. Who has experienced a catastrophic casualty loss, or
- C. Who has a catastrophic bereavement loss, and
- D. Is on an approved Family and Medical Leave.

Participation is entirely voluntary and applies only to the donation of vacation credit. Once given, the vacation-credit donation is irrevocable. Donations are anonymous unless the donor chooses to self-identify.

### **I. Donor Eligibility – [CSE Leave Sharing Form – DONOR](#)**

- a) The minimum employee vacation accrual donation is eight hours and may not exceed sixteen hours during any calendar year.
- b) Employee must have a minimum of 80 hours of accrued vacation available.
- c) Terminating (quit, discharge, death, end of contract, etc.) employees are ineligible.

### **II. Recipient Eligibility – [CSE Leave Sharing Form – RECIPIENT](#)**

- a) Has exhausted sick and vacation accrual balances.
- b) May only receive a maximum of 80 donated hours during any calendar year.
- c) Has not been subject to employment disciplinary action during the past twelve months.

All donations require the approval of the Project Director and Human Resources Director. All Donations will be coordinated by the Human Resources Director. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.