

Policy: 5.18

Vacation Leave

Purpose

Vacation leave with pay is available to eligible college staff to provide opportunities for rest, relaxation, and personal pursuits.

Scope

This policy applies to full-time and part-time staff.

Policy Statement

Vacation leave begins to accrue upon initial employment with the College. As vacation hours are reflected in the HR/payroll system, staff may request use of these hours. Staff may not borrow against their vacation leave banks; therefore, no advance leave will be granted.

Supervisors should establish and communicate to staff the guidelines for requesting the use of vacation leave. Staff should request vacation leave in advance, following the supervisor's guidelines for requesting this leave. All vacation leave is subject to approval by the supervisor. Once approved, vacation leave cannot be revoked without written consent of the next level supervisor.

Accrual of Vacation Leave

The accrual rate for full-time and part-time staff is as follows:

Full-Time Staff

| Years of Service | Annual Accrual | Maximum Accumulation Allowed |
|---|-----------------------------------|------------------------------|
| Upon initial employment through 4 years | 80 Hours (6.67 hours per month) | 120 Hours |
| Beginning year 5 through year 9 | 120 Hours (10.0 hours per month) | 160 Hours |
| Year 10 and thereafter | 160 Hours (13.34 hours per month) | 200 Hours |

Part-time staff begin to accrue vacation when they work 20 or more hours per week.

Part-Time Staff

| Years of Service | Annual Accrual | Maximum Accumulation Allowed |
|---|----------------------|------------------------------|
| Upon initial employment through 4 years | 3.33 hours per month | 60 Hours |
| Beginning year 5 through year 9 | 5 hours per month | 80 Hours |
| Year 10 and thereafter | 6.6 hours per month | 100 Hours |

Administrators

| Years of Service | Annual Accrual | Maximum Accumulation Allowed |
|-------------------------|-----------------------------------|-------------------------------------|
| Upon initial employment | 160 Hours (13.34 hours per month) | 320 Hours |

All staff (refer to Policy 5.51 for categories of employees) are encouraged to use available paid vacation leave for rest, relaxation, and personal pursuits. In the event accrued vacation leave is not used by the end of the fiscal year; it may be carried forward to the next fiscal year. Vacation leave time will not exceed the maximum accumulation amount. If the total amount of carried-over accrued vacation leave reaches the maximum accumulation limit, vacation leave accrual will temporarily stop. When vacation leave is taken and the total accumulated amount falls below the maximum, vacation leave accrual will begin again. A staff member that is in an unpaid status will not accrue vacation leave.

Holidays that fall either within or on the day preceding or the day following a college-identified vacation period shall not be counted as vacation leave dates for full-time staff.

Part-time staff are not paid for days the College is closed. However, part-time staff can use their accrued vacation leave to receive pay for days the College is closed.

Any staff member changing from an employment period of less than twelve months in any school year to that of a twelve-month employee shall be allowed to count previous employment years for the purpose of determining the amount of vacation leave.

Unused Vacation Leave Upon Separation of Employment

When staff separate from the College, unused vacation leave that has been earned through the last day of active employment will be paid at the employee’s hourly rate of pay at separation. The payout for accrued vacation leave will not exceed the maximum accumulation amount.

Grandfathered Employees Clause

Part-time staff working 20 hours or more per week on or before June 18, 2021, will continue to accrue leave at the rates established prior to the policy change implemented on June 18, 2021. If a part-time staff’s work hours fall below 20 hours per week or there is a break in employment, their staff’s leave accrual rate will no longer be grandfathered.

Should the individual later begin to work more than 20 hours per week or become re-employed, their leave accrual rate will be determined by the accrual rates established in the new policy implemented on June 18, 2021.

Board Approved: 06/18/2021
Revision Approved: 11/19/2024