



<p align="center"><b>Policy Title</b></p> <p>Management Employee Vacation, Non-Contract, Years of Service, and Holiday Time Policy</p>	<p align="center"><b>Original Adoption Date</b></p> <p align="center">7/18/1968</p>	<p align="center"><b>Policy Number</b></p> <p align="center">HR-204</p>								
<p align="center"><b>Responsible College Division/Department</b></p> <p align="center">Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b></p> <p align="center">Chief Human Resources Officer</p>									
<p align="center"><b>Policy Statement</b></p> <p>Employees whose work schedule is between 30 weeks (1200 hours) to 52 weeks (2080 hours) annually are eligible for vacation benefits. Earnings are given after 30 days.</p> <p>Time off beyond the established work schedule is referred to as non-contract or non-paid time.</p> <p>Annual vacation and non-contract time (if applicable) is available on July 1st of each year but earned throughout the year. Vacation and non-contract time is prorated for employees that begin employment within the fiscal year. Employees working less than 2080 hours will receive prorated benefits from the below table computed on the individual annual hours worked over the base of 2080 hours. Managers whose work schedule is at least 46 weeks (1840 hours) annually are eligible for vacation carryover. Any carryover balance in excess of the annual vacation earnings, if not used by June 30, will be deleted.</p> <p>All vacation and non-contract time will be requested in advance by the employee and approved by their manager and other designated staff if necessary. Leave records will be electronically maintained.</p> <p>Employees who terminate will be paid for all hours worked* in the current year. Current year vacation earnings will be prorated based on termination date. Any <u>earned and unused vacation</u> time will be paid at the employee's current rate at the time of termination, not to exceed two weeks earnings or if years of service exceed 15 years, two weeks plus 4 days (prorated for employees working less than 2080 hours). In cases where the terming employee has used more leave time than earned, an adjustment will be made on the final payroll.</p> <p>* Hours Worked include scheduled worked hours, earned holidays, vacation, PLOA and personal leave.</p> <table border="0" data-bbox="284 1375 901 1522"> <tr> <td><b>** <u>Years of Employment</u></b></td> <td><b><u>Annual Earnings</u></b></td> </tr> <tr> <td>0 years to 4 years</td> <td>3 weeks</td> </tr> <tr> <td>5 years to 14 years</td> <td>4 weeks</td> </tr> <tr> <td>15 years or more</td> <td>4 weeks plus 4 days</td> </tr> </table> <p>** Years of employment is calculated as of June 30 of the prior year.</p> <p>Management staff are eligible for <b>Paid Holiday</b> leave shown in hours as follows:</p>			<b>** <u>Years of Employment</u></b>	<b><u>Annual Earnings</u></b>	0 years to 4 years	3 weeks	5 years to 14 years	4 weeks	15 years or more	4 weeks plus 4 days
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<b>Weeks (Wk Schedule Hours)</b>	<b># Of Holidays</b>	<b>Holidays</b>
48 to 52 weeks (1920 – 2080 hours)	10 (80 hours)	New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year’s Eve Day, and a floating holiday (to be used in a whole-day increment)
44 to 47 weeks (1760 – 1919 hours)	7 (56 hours)	New Year’s Day, Memorial Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and a floating holiday (to be used in a whole-day increment)
40 to 43 weeks (1600 – 1759 hours)	4 (32 hours)	Labor Day, Thanksgiving Day, day after Thanksgiving Day, and a floating holiday (to be used in a whole-day increment)

When a **Paid Holiday** falls on a Saturday or Sunday, another day appropriate to community customs will be designated as the paid holiday.

**Reason for Policy**

To outline employee vacation, non-contract, years of service and holiday time.

**Cross References and Legal Review**

Created/Adopted: 7/18/68; 7/20/72; 8/21/75; 8/19/76

Reviewed/Revised: 3/19/81; 5/87; 6/16/88; 11/16/89; 5/17/90; 8/18/93; 3/16/94; 9/21/94; 6/17/96; 7/1/02; 5/28/03; 07/01/04; 01/18/06; 07/01/06; 11/19/10; 08/09/11; 1/22/13; 7/1/13; 7/20/17

Legal Reference:

Cross Reference: Management Staff Agreements and Compensation Plans, Management Employee Work Schedules

**Legal Counsel Review and Approval:**

**Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits**

**Definitions**

Notes: The table was tabulated using an 8-hour day and 40-hour week.  
N/A means not applicable.