



<p align="center"><b>Policy Title</b></p> <p align="center">Support Employee Vacations, Non-Scheduled Time, and Holidays</p>	<p align="center"><b>Original Adoption Date</b></p> <p align="center">7/01/1973</p>	<p align="center"><b>Policy Number</b></p> <p align="center">HR-209</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">Director of Human Resources</p>											
<p align="center"><b>Policy Statement</b></p> <p>Employees whose work schedule is between 1200 hours and 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-scheduled or non-paid time.</p> <p>Annual vacation and non-scheduled time (if applicable) is available on July 1st of each year but earned throughout the year. Vacation and non-scheduled time is prorated for employees that begin employment within the fiscal year. Employees working less than 2015 hours will receive prorated benefits from the below table computed on the individual annual hours worked over the base of 2015 hours. Employees whose schedule is less than 2015 yearly hours will receive vacation on excess hours worked in their primary job on January 15 and July 15 of each year. 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-scheduled time will be requested in advance by the employee and approved by their manager. 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 earned and unused vacation 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. The vacation payout maximum is prorated based on benefit percent for employees working less than 2015 hours. In cases where the terming employee has used more leave than earned, an adjustment will be made on the final payroll.</p> <p>*Hours Worked include scheduled worked hours and earned vacation, PLOA, personal leave, holiday and compensatory time.</p> <table border="0" data-bbox="284 1444 906 1623"> <tr> <td><u>**Years of Employment</u></td> <td><u>Annual Earnings</u></td> </tr> <tr> <td>0 years to 4 years</td> <td>2 weeks</td> </tr> <tr> <td>5 years to 9 years</td> <td>3 weeks</td> </tr> <tr> <td>10 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>			<u>**Years of Employment</u>	<u>Annual Earnings</u>	0 years to 4 years	2 weeks	5 years to 9 years	3 weeks	10 years to 14 years	4 weeks	15 years or more	4 weeks plus 4 days
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Holidays

Employees working more than 1200 hours are eligible for holiday benefits. Employees working less than 2015 hours will receive pro rata holiday benefits up to a maximum of 80 hours are available annually with no carryover. An employee's individual benefit percent is used to compute the total holiday benefit hours. Designated holidays include:

- |                  |   |
|------------------|---|
| New Year's Day   | Day After Thanksgiving                        |
| Memorial Day     | Christmas Eve Day                             |
| Independence Day | Christmas Day                                 |
| Labor Day        | New Year's Eve Day                            |
| Thanksgiving Day | Floating Holiday (use in 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**

LTC provides specified time off (vacations and holidays, as appropriate) for employees.

**Cross References and Legal Review**

Created/Adopted: 7/01/73

Reviewed/Revised: 7/76; 7/77; 7/80; 3/81; 5/87; 11/16/89; 8/21/91; 6/17/92; 5/19/93; 7/1/95; 6/17/96; 7/01/02; 5/28/03; 7/1/06; 6/1/11; 8/9/11; 7/1/13; 7/20/17

Legal Reference:

Cross Reference:

**Legal Counsel Review and Approval:**

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

**Definitions**