



<p align="center"><b>Policy Title</b></p> <p align="center">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">Vice President of Administration</p>																			
<p align="center"><b>Policy Statement</b></p> <p>Employees whose work schedule is 1200 or more annual hours are eligible for leave benefits. Leave is available on July 1<sup>st</sup> of each year but earned throughout the year. Leave is prorated for eligible employees beginning employment within the fiscal year. All leave must be requested in advance by the employee and approved by their manager. Leave records will be electronically maintained.</p> <p><b>Vacation</b></p> <p>Management and support employees are eligible for vacation. Earnings are available 30 days after hire date. Faculty are not eligible for vacation. Any carryover balance in excess of the annual vacation earnings, if not used by June 30, will be deleted. Current year vacation earnings will be prorated based on termination date. The pro-rated percentage will be based on actual hours worked*. Only <u>earned and unused vacation</u> time will be paid based on employee's hourly 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 the benefit percent for employees working less than 2080 for managers or 2015 for support employees or 2080 (if applicable). In cases where the terminating 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 vacation, Paid Leave of Absence (PLOA), personal leave, holidays, and compensatory time.</p> <p>Management employees working less than 2080 hours will receive prorated benefits from the below table computed on the individual annual hours worked on the base of 2080 hours. Managers whose work schedule is at least 46 weeks (1840 hours) annually are eligible for vacation carryover.</p> <table border="0" data-bbox="227 1339 1182 1480"> <tr> <td><b>** <u>Years of Employment</u></b></td> <td><b><u>Annual Vacation Earnings for Management</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>Support employees working less than 2015 hours will receive prorated benefits from the table computed on the individual annual hours worked over the base of 2015 hours. Employees whose schedule is less than 2015 yearly hours and work excess hours in their primary job will receive additional vacation at the start of the following fiscal year.</p> <table border="0" data-bbox="227 1696 1252 1869"> <tr> <td><b>**<u>Years of Employment</u></b></td> <td><b><u>Annual Vacation Earnings for Support Employees</u></b></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>			<b>** <u>Years of Employment</u></b>	<b><u>Annual Vacation Earnings for Management</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	<b>**<u>Years of Employment</u></b>	<b><u>Annual Vacation Earnings for Support Employees</u></b>	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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\*\* Years of employment is calculated as of June 30 of the prior year.

**Non-Contract/Non-Scheduled**

Time off beyond the established work schedule is referred to as non-contract, non-scheduled, or non-paid time.

Support employees will receive non-contract/non-scheduled time for any additional weekdays beyond the 260 paid days.

Management and support employees who elect voluntary unpaid leave, will receive non-contract/non-scheduled time. Voluntary unpaid leave must be used in whole day increments.

Full-time faculty will receive 4 weeks of no classes/no commitments and 2 weeks of non-contract/non-scheduled time to use outside of teaching. The two weeks can be taken in 4 or 8 hour increments.

**Holiday Time**

Management & support employees scheduled to work 1200 or more annual hours are eligible for holiday benefits. Hours are prorated based on Full-Time Equivalency (FTE) with a maximum of 80 hours 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) |

Full-time faculty will be receive four paid holidays as designated on the academic calendar: Labor Day, Christmas Eve, Christmas Day, and Memorial Day.

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; 12/16/19

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**