

**Policies and Procedures**

Title

Administrative Vacations

HR Policy No: 30.001

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Reviewed: May 1, 2019

Purpose

To outline the schedule of vacation benefits and eligibility requirements for all full-time, full-year and full-time, academic year (9 or 10 month) employees, classified as administrative staff.

Applicability

Full-time Administrative Employees

Policy

Eligibility Requirements for Administrative Employees

1. Employees must be employed on a full-time, full-year or full-time, academic-year basis.
2. Full-time employment is defined as working a minimum of 35 hours per week.

Vacation Time Accrual

1. The vacation accrual rate for administrative employees is determined based on the vacation allocation defined herein. The monthly accrual rate is calculated by dividing the maximum annual allowance by twelve (12). For academic year employees, the monthly accrual rate then is multiplied by the number of months worked.
2. Vacation time begins accruing on the first day of the month following the month of hire. For example: An employee is hired on October 10, vacation time begins to accrue on November 1.
3. The total amount of paid vacation for which an employee is eligible accrues over the entire fiscal year in which it is earned. Academic year employees accrue vacation time for the actual months they are required to work.
4. Vacation time will accrue only during active employment periods or up to 12/13 weeks during a leave of absence for jury duty, military and/or reserve duty, or an approved FMLA/RIPFMLA leave.

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5. The maximum vacation allowance available during the fiscal year is based upon the employee's completed years of service as of July 1 of that fiscal year. Credit for partial years of service is not available.
  6. Employees may carry over a maximum of five (5) unused vacation days into the next fiscal year. Carry-over days must be taken within the subsequent 12-month period. Access to carry-over begins on July 1 following the date of hire.

Vacation Schedule

The following schedules apply to all full-time administrative employees. The Cabinet, in consultation with the associate vice president for human resources, reserves the right to modify and/or amend this schedule, as needed.

Full-Time, Full-Year

<u>Years of Service</u>	<u>Maximum Vacation Days Allocated* Each Fiscal Year</u>
Less than 1 year	1.67 days per month to a maximum of 20 days
1 year to less than 5 years	20 days
5 years to less than 10 years	22 days
10 years to less than 15 years	24 days
15 years or more	25 days

Note: Upon hire, administrative employees hired at Gr. 26 or above are granted twenty-five (25) days.

Full-Time, Academic Year 10-month

<u>Years of Service</u>	<u>Maximum Vacation Days Allocated* Each Fiscal Year</u>
Less than 1 year	1.67 days per month to a maximum of 17 days
1 year to less than 5 years	17 days
5 years to less than 10 years	19 days
10 years to less than 15 years	20 days
15 years or more	21 days

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Full-Time, Academic Year 9-month

<u>Years of Service</u>	<u>Maximum Vacation Days Allocated* Each Fiscal Year</u>
Less than 1 year	1.67 days per month to a maximum of 15 days
1 year to less than 5 years	15 days
5 years to less than 10 years	17 days
10 years to less than 15 years	18 days
15 years or more	19 days

\*Accrued and earned monthly through the fiscal year

Vacation Time Usage

1. Vacation time is accrued but may not be used during the introductory period of the first three months of employment. Exceptions for extraordinary circumstances will be considered. Employees hired on March 1 or after are not eligible to accrue or use any vacation time within the remainder of the fiscal year. Vacation days will begin to accrue on July 1 of the following fiscal year.
2. With supervisory approval, vacation days may be taken in advance of being accrued, up to the maximum number allowed under the vacation schedule.
3. If an employee separates or is terminated from employment and has been advanced vacation time before it was earned in full, the employee is responsible for reimbursing the College. The College will deduct the advanced time from the employee's final earnings, if available, or the employee will be required to reimburse the College directly.
4. The selection of vacation periods must be approved in advance by the supervisor. The College reserves the right to deny a vacation request when it conflicts with the operational requirements of the department or institution or if sufficient notice is not given. In the event of multiple and conflicting vacation requests, a supervisor may consider a first-come first-served basis as a factor in granting the request.
5. Vacation days normally should be taken in full day increments, but in no case less than one half (½) day. Employees wishing to schedule more than two consecutive weeks of vacation must receive, in advance, the approval of the supervisor, in consultation with the divisional vice president. Preplanned vacation days taken when the College closes early are charged as full days.
6. Upon termination of employment, any unused balance of earned vacation days accrued during the current fiscal year will be paid at the time of separation, but will not exceed twenty-five (25) days.

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### Vacation Time Record Keeping

1. Administrative employees are responsible for submitting vacation time taken each month through the Leave Reporting system in Cyberfriar. Time must be entered no later than the 10<sup>th</sup> day of the following month. Supervisors have until the 15<sup>th</sup> of the month to approve time.
2. Employees and supervisors are responsible for tracking vacation time. Available vacation time can be checked through Cyberfriar.
3. Questions regarding time entry should be referred to the payroll department. Questions regarding accruals should be referred to the office of human resources.

### Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.