

Policies and Procedures

Title

Support Staff Vacations

HR Policy No: 30.002

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Reviewed: February 1, 2025

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 support staff.

Applicability

Full-time Support Staff Employees

Policy

Eligibility Requirements for Support Staff 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 support staff 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 weeks during a leave of absence for jury duty, military and/or reserve duty, or an approved FMLA 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 support staff employees. The Cabinet, in consultation with the senior 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 2 years	10 days**
2 years to less than 5 years	12 days
5 years to less than 7 years	15 days
7 years to less than 10 years	18 days
10 years or more	20 days

Full-Time, Academic Year 10-month

<u>Years of Service</u>	<u>Maximum Vacation Days Allocated* Each Fiscal Year</u>
less than 3 years	8 days**
3 years to less than 5 years	10 days
5 years to less than 7 years	12 days
7 years to less than 10 years	15 days
10 years or more	16 days

Full-Time, Academic Year 9-month

<u>Years of Service</u>	<u>Maximum Vacation Days Allocated* Each Fiscal Year</u>
less than 3 years	7 days**
3 years to less than 5 years	9 days
5 years to less than 7 years	11 days
7 years to less than 10 years	13 days
10 years or more	15 days

*Accrued and earned monthly through the fiscal year

** Vacation time will be pro-rated during the first fiscal year of employment

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.
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. 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. Employees who work beyond the 15th of the month will receive credit for that month. Employee may not use vacation days to extend their last day of employment.

Vacation Time Record Keeping

1. Support staff employees are responsible for submitting vacation time taken each pay period through the WTE (Web Time Entry) system in Cyberfriar. All Payroll deadlines must be observed. Payroll deadline information is available through the Payroll Department.
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 senior associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.