



## Procedure 410-03 Vacation Leave

Sponsor: Human Resources

### **Purpose**

The purpose of Vacation Leave is to provide paid time off. Such time off encourages a healthy work environment.

### **Definitions**

Administrative/Professional Staff Generally salaried personnel who are exempt and therefore not eligible for overtime.

Full-Time Employee Staff approved as a .75 FTE or greater in a fiscal year, with a minimum of 1,560 hours per year of service.

Classified Staff (non-exempt) Hourly personnel who are eligible for overtime pay if they work more than 40 hours in a workweek.

Exempt Status: Employees who are in positions exempt from the FLSA overtime calculations.

Non-Exempt Status: Employees who are paid hourly for their work and are subject to the FLSA overtime Calculations.

FLSA: The Fair Labor Standards Act

### **Procedure**

#### Effective Date

This procedure supersedes any other personal leave procedures for staff that was previously outlined in the CCC personnel policy manual and any other documents previously published, but not specified herein.

#### Eligibility

Full-time classified (hourly) staff and administrative/professional (exempt) that are .75 FTE or greater (working 30 hours or more per week/ 1560 hours per year) are eligible to accrue vacation leave. Full-time faculty and part-time faculty and staff are not eligible for vacation leave. Accrual rates for vacation leave are determined based on the employee's employment anniversary date, but accrual of vacation leave runs from fiscal year to fiscal year.

#### Vacation Accrual

Benefit-eligible employees accrue vacation leave starting their first day of employment.

Eligible classified employees are entitled to the accrual of paid vacation days based on the following continuous years of employment:

1. Less than three (0 - 2.99) years (or 36 months) of continuous employment, accrue twelve (12.36) vacation days per year, limited to a maximum of 98.88 hours per year (accrued at 4.12 hours per pay period);
2. More than three (3.0+) years (or 36 months) and less than five (4.99) years of continuous employment, accrue seventeen (17.34) vacation days per year, limited to a maximum of 138.72

hours per year (accrued at 5.78 hours per pay period);

3. More than five (5.0+) years (or 60 months) of continuous employment, accrue twenty-three (23.34) vacation days per year, limited to a maximum of 186.72 hours per year (accrued at 7.78 hours per pay period),

Eligible administrative/professional employees are entitled to annual vacation accrual of twenty-three (23.34) days per year, limited to a maximum of 186.72 hours per year (accrued at 7.78 hours per pay period).

#### Prorating of Vacation Accrual

Computation of earned vacation days is based upon a full-time, eight-hour day, 40-hour week, and 12 months. Eligible employees, working 30 hours or more per week (greater than .75 FTE), but less than 40 (1.0 FTE), or eligible employees working less than 12 months, shall have their vacation accrual rate prorated based on their approved FTE. Note: Exempt employees are deemed to have worked a minimum of forty (40) hours a week.

#### Non-accrual of Vacation

An eligible employee does not accrue vacation leave during a period in which the employee is on unpaid status, unpaid leave of absence, or while using donated leave per Procedure 410-17 Donated Leave.

#### Scheduling of Vacation Leave

1. It is the responsibility of each employee to know their leave balances.
2. Earned time off is available for use once it has posted to an employee's leave balance.
3. Employees must request leave and obtain approval in advance of the leave.
4. Employees may not request to use more than three weeks of vacation leave at one time unless approved by the President.
5. Scheduling vacation leave is not allowed during periods that include All Campus meetings, Graduation, and the two weeks at the start of each regular semester (the week before classes begin and the first week of classes). Exceptions for special circumstances require approval by the appropriate Executive Director or Vice President.
6. Scheduling and authorization of vacation time will be the responsibility of the appropriate administrator/supervisor.
7. While vacation time will be granted whenever possible to satisfy individual requests, continuity of operations must be maintained. Consequently, vacations must be requested and may be approved in accordance with the requirements of the College for the employee's services.
8. Supervisors will respond to vacation requests in a timely manner.

#### Vacation Leave Time Charges

1. Classified Employees will report vacation leave in increments of 15 minutes.
2. Exempt Employees
  - a. Exempt employees will report vacation leave in half day increments only. If time away from work is less than four hours, no vacation leave needs to be taken.
  - b. This flexibility allows for exempt employees to manage their time while still meeting or exceeding the requirements of their positions.
3. All Employees
  - a. Holidays falling within a vacation period will be treated as holidays and therefore not charged to vacation leave.
  - b. Vacation leave shall not exceed the available leave balance. Employees will not be authorized to receive such pay which exceeds the number of hours available.
  - c. Vacation leave use shall not exceed the approved FTE for a position. Vacation pay will not result in an excess of 40 hours being paid out in a given week.
  - d. Payment for vacation leave approved and taken is made at the employee's straight-time

rate of pay for the time within the regularly scheduled work period.

- e. When an employee exhausts all types of available leave (Vacation, Sick), the employee will be considered absent without leave, on unpaid leave status and the employee must discuss the continuation of any such unpaid leave status with Human Resources to determine the employees continued status of employment. It is expected that the employee will enter into such discussion with Human Resources prior to the employee exhausting all available leave.

#### Carry Forward of Accrued Vacation

Employees are encouraged to use their vacation leave each fiscal year to promote a healthy work environment. Unused vacation may be carried past June 30th of each year, but no individual may carry forward vacation time more than 2.74 times his/her maximum accrual for the year or 512 hours. The carry forward of additional vacation to a new fiscal year is intended to ensure that each employee can accrue enough sick and vacation time to continue compensation in the event of a serious illness or other emergencies that would trigger an FMLA leave.

#### Vacation Leave Upon Termination

In the event a vacation eligible employee either voluntarily terminates employment, or otherwise reverts to an employee status that is not eligible for vacation benefits, the employee will be paid a lump sum amount for accumulated vacation time at the employee's compensation rate at the time of the termination. In no event will such terminal vacation pay exceed one year of the employee's current accrual rate.

Vacation leave will be prorated during the final pay period based on the date of employment separation.

However, vacation leave may not be used to extend the period of employment for an employee who had submitted a notice of intent to separate. Absent specific approval from the appropriate Vice President or the President, vacation leave shall not be available for use during the last two weeks of employment. The President shall approve any termination agreements.

The effective termination date, except in the case of a leave of absence, shall be the last day the employee physically works on the job unless approved by the President.

#### Reinstatement of Vacation Accrual Rate

If a classified staff employee is rehired within 12 months after termination, the employee is eligible to continue to accrue vacation at the rate that the employee was accruing at the time of termination.

#### **References**

Procedure 410-17 Donated Leave

#### **Procedure History**

04/01/2001	New Procedure
05/13/2009	Revised
06/22/2011	Revised, Renumbered (410-08), Renamed (Paid-Time Off), and Approved By College Council
05/27/2020	Reformatted, Renamed (Paid Time Off PTO), Revised, and Approved by Executive Leadership Council
10/12/2020	Minor correction to clarify vacation payout.

#### **Legal Review**

11/01/2019  
05/27/2020