

Policy Number: 02.025
Policy Title: Vacations
Policy Type: Employee Handbook
Governing Body: Senior Leadership Team
Date of Current Revision or Creation: March 2019

Vacations

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your vacation time.

The amount of paid vacation time employees receive each year is defined in each employee's individual offer/contract letter and will be earned accordingly at a biweekly rate. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. Exceptions may be considered by the Supervisor and the Office of Human Resources.

Vacations should be taken during the year earned, unless otherwise required by law. Earned, unused vacation time can be carried over to the following fiscal year. If the total amount of unused vacation time reaches a "cap" equal to 24 months' accrual, further vacation earnings will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation earnings will begin again.

Every effort will be made to grant your vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the College reserves the right to choose who may take vacation during that period. In rare instances, an employee may be permitted to "borrow" vacation hours from future earnings with case by case approval by the Supervisor and the Office of Human Resources.

Earned, unused vacation is paid out upon separation. However, in the event of a transfer of ownership, employees who are offered employment with the acquiring entity, and whose vacation benefits are transferred to that acquiring entity, are not entitled to a payout of any earned, but unused vacation.

Advanced but unearned vacation will be deducted from your final paycheck, to the extent permitted by law.