

Policy Number: 02.025
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Policy Title: Vacations
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Vacations

Scope: Antioch College Employees

Effective Date: July 1, 2020

Revision note: Effective July 1, 2020, the vacation time “cap” will change from 24 months’ accrual to 12 months’ accrual. Employees who have earned beyond 12 months of vacation time accrual will keep all accrued time as of July 1, 2020 but will not accrue additional time until their accrual falls below the new 12 months’ cap.

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 12 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.

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