

## Vacation

### Summary

All regular full-time employees earn vacation on a monthly basis. This vacation must be used during the fiscal year in which it is earned (July 1 through June 30), with the approval of the department head. Employees serving in certain positions<sup>1</sup> are required to take a portion of their vacation in at least one-week increments during each fiscal year.

All vacation is made available to employees who are in an active status in advance, at the beginning of the fiscal year (July 1). Regular full-time nonexempt employees receive three weeks (15 days) vacation per year for each of their first 10 years of employment. Effective on the July 1 following the completion of 10 years of continuous service they begin receiving four weeks (20 days) vacation each year. Full-time exempt employees earn 23 days of vacation per year.

A full-time employee, who works fewer than 12 months a year or is a part-time employee, will only earn vacation for the months worked. For example, if an employee works 10 months a year and is off two months, they do not earn vacation for those two months. Or if employees work full time for 10 months and half time for two months, they will earn one-half-time vacation for the two months worked half time. Part-time employees also receive vacation that is prorated, based on the number of hours worked.

Full-time vacation allotment for new hires is based on month of hire (the month an employee begins employment; number of vacation days given in advance):

	Nonexempt	Exempt
July	15	23
August	14	21
September	12	19
October	11	17
November	10	15
December	9	13
January	8	12
February	6	10
March	5	8
April	4	6
May	2	4
June	0	2

Please keep in mind that an employee is given this vacation in advance and must earn it by working through June 30. Employees who leave the college after serving one year, who have

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<sup>1</sup> These positions will be identified by the appropriate vice president.

given at least two weeks' notice, will be paid for any unused vacation which has been earned. Vacation payout will be at the employee's regular rate of pay.

Employees who leave the college prior to the completion of one year of service are not eligible for any paid vacation time.

To calculate vacation days earned: Take the number of vacation days received in a fiscal year; multiply it by the number of completed months worked in the current fiscal year; divide it by 12 months. The result equals the number of vacation days earned.

To calculate vacation hours earned: Take the number of vacation days earned; multiply it by the number of hours in the workday. The result equals the hours of vacation earned.