

E-3i(7) PROCEDURE Benefits for Eligible Employees: Vacation Leave

Vacation Leave

Vacation leave for employee's with a full-time equivalency factor of three-fourths (3/4) or more will accrue vacation leave monthly, multiplied by the employee's full-time equivalency factor, based upon months of service with the College. Those employees placed on a specified calendar of 230 or fewer days will not accrue vacation leave.

Vacation leave shall be taken on a normal work hour basis. Holidays falling within a period of vacation leave shall not be counted as vacation leave. Request for vacation leave shall require the approval of the immediate supervisor.

Employees eligible for vacation leave will accrue vacation according to the schedule below:

Months of Service Hours per Month

1-24	8.00
25-72	11.33
73 and above	14.00

Carryover and Maximum Accrual

Eligible employees may carryover accrued but unused vacation leave to a subsequent fiscal year provided that no employee shall, at any time, accrue more vacation leave than is set forth in the table below under the heading "Maximum Vacation Leave Accumulation." An employee who has reached his or her maximum vacation leave accumulation shall not accrue new vacation leave until such time that their maximum vacation leave accumulation is below the maximum accumulation. An affected employee will begin to accrue vacation leave only when and to the extent that his or her vacation leave has been reduced below the maximum amount through use of such leave.

<i>Months of Service</i>	<i>Maximum Vacation</i>	<i>Leave Accumulation</i>
1-24		240 hours
25-72		340 hours
73 and above		420 hours

Temporary employees shall not earn, accumulate, or be granted vacation leave. Prior, current or future services performed in a temporary status shall not be considered in computing years of service for vacation leave entitlement.

Adopted Date: 08/21/2007; Revised (vacation) 5/19/2015