

VACATION POLICY

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time staff employees accrue paid vacation time as follows:

New Hires

Vacation time begins to accrue immediately upon hire. If hired prior to the 15th of the month, accrual for that month will be counted. If hired after the 15th of the month, the following month will be the first month of vacation accrual. Vacation time awarded will vary based upon number of months worked per year and is as follows:

# of Months /worked	First 1-2 yrs	3-5 years	6+ years
Twelve (12)	10 days	15 days	20 days
Eleven (11)	8 days	13 days	18 days
Ten (10)	6 days	11 days	16 days
Nine (9)*	4 days	9 days	14 days

*Must be benefit eligible to receive vacation

Vacations should be taken during the year accrued, unless otherwise required by law. **Earned, unused vacation time cannot be carried over to the next year and will be forfeited at the end of the year.**

Every effort will be made to grant the employee's 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. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to an employee's manager at least two (2) weeks in advance of their requested vacation dates.

Separation from Employment

Accrued, unused vacation is paid out upon separation from employment. Employees will be given full credit for the final month of employment, if their termination date is after the 15th of the month.

The calculation method for vacation pay-out upon termination of employment is as follows:

((Total vacation time for the year/12 months x # of completed months) - vacation time already taken in the year = earned vacation hours paid upon termination of employment.

Advanced but not earned vacation will be deducted from your final paycheck, to the extent permitted by law. In addition, if vacation has not been accrued, it will not be paid out upon separation of employment.



Holidays during Vacation Time

When a company-observed holiday falls during a scheduled vacation period, the employee will receive Holiday pay for the holiday and will not have to use a vacation day. However, an employee has to be regularly scheduled to work on the holiday in order to receive holiday pay in place of a vacation day.

Vacation and the Calculation of Overtime

Vacation hours do not count toward total time worked for overtime calculation.

Status Changes

If an employment status changes (full-time to part-time and vice versa) the vacation grant will be re-calculated based upon the number of months (time accrued) in the old position and the number of months (time accrued) in the new position. When the change occurs on or before the 15th of the month, the employee will be given credit for that month in the new position for the accrual calculation. For an exact calculation, please contact the Payroll Department.

The Human Resources Department is responsible for policy interpretation. Any exceptions to the policy must be reviewed and approved by the Director of Human Resources in conjunction with the Cabinet at the College. Nothing in this policy creates an employment contract, express or implied. All employees are employed at-will and can be terminated at any time without the college having to demonstrate just cause or good reasons for the termination.