SUBJECT: Vacation Leave

Each department is responsible for scheduling vacations so as not to interfere with the operation of the department and so that each staff member receives their accrued vacation time each year if they so desire. Vacations must be scheduled to meet the work requirements of the department but every reasonable effort should be made to accommodate the staff member’s original request.

Rate of Accrual
After six months of employment with the College, an individual will immediately be awarded 40 hours of vacation and will then accrue according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Annual Benefit</th>
<th>Accrual Rate Per Month</th>
<th>Maximum Accumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 9</td>
<td>80 hours</td>
<td>6.67 hours</td>
<td>120 hours</td>
</tr>
<tr>
<td>10 through 19</td>
<td>120 hours</td>
<td>10 hours</td>
<td>180 hours</td>
</tr>
<tr>
<td>20+</td>
<td>160 hours</td>
<td>13.33 hours</td>
<td>240 hours</td>
</tr>
</tbody>
</table>

1. To accrue vacation, an individual must be employed on a full-time basis for a twelve-month appointment.

2. Vacation time accrues during time worked and during absences covered by sick leave and vacation.

3. Vacation may not be used during the first six months of employment.

4. An individual must be employed by the 15th of the month to accrue for that month. Accrual is posted at the end of each month.

5. Accrual is based on the employee’s anniversary date of employment with the College.

6. An employee cannot take more than annual benefit at one time nor be paid for more than annual benefit upon termination.

7. No service with another college or university will be considered for the accrual.

8. In computing vacation time, a day equals 8 hours or 10 hours per day during the summer work weeks.

9. If an employee transfers from a 12 month position to less than 12, the accrued vacation will be paid at the beginning of the next fiscal year. The exception being, if money is available in the budget the year of transition, the pay off will be in August.