

Vacations

8.17 Vacations

A. Earned

Some positions, although full-time, do not work an entire 2,080 hours a year. The table on the following page identifies the amount of vacation time an individual will earn based on the total number of hours his/her position is scheduled to work during a fiscal year (chart shown on following page):

Beginning of Full-time Employment:						Vacation	Earned	for Year
Hours Per Year	Worked	Equated Months		Hours of Vacation per Month	=	Hours	=	Days
1560 – 1679		9	X	10	=	90	=	11.25
1680 – 1839		10	X	10	=	100	=	12.50
1840 – 1959		11	X	10	=	110	=	13.75
1960 – 2080		12	X	10	=	120	=	15.00
Beginning with Eleventh Year:						Vacation Earned for Year		
Hours Per Year	Worked	Equated Months		Hours of Vacation per Month	=	Hours	=	Days
1560 – 1679		9	X	13.34	=	120.06	=	15.01
1680 – 1839		10	X	13.34	=	133.40	=	16.68
1840 – 1959		11	X	13.34	=	146.74	=	18.34
1960 – 2080		12	X	13.34	=	160.08	=	20.01
Beginning with Sixteen Year:						Vacation Earned for Year		
Hours Per Year	Worked	Equated Months		Hours of Vacation per Month	=	Hours	=	Days
1560 – 1679		9	X	14.67	=	132.03	=	16.50
1680 – 1839		10	X	14.67	=	146.70	=	18.34
1840 – 1959		11	X	14.67	=	161.37	=	20.17
1960 – 2080		12	X	14.67	=	176.04	=	22.01

For a Support Staff employee who has had continuous employment with the College, but at some time during his/her employment history he/she has gone from full-time status to part-time and then back to full-time, his/her entire years of service (full-time and part-time) will be counted in determining vacation accrual. Likewise, if a full-time employee leaves employment with the College, but later returns as a full-time employee, his/her previous full-time years with the College will be counted in determining vacation accrual.

B. Advanced Vacation Time

The use of vacation days before earned shall only be granted under special circumstances and shall be limited to five (5) days. Requests for such advancement must be made by the employee to his/her immediate supervisor and must be approved by the Vice President of Administration. Vacation days used before earned must be repaid if employment is terminated.

8.17 Vacations (continued)

C. Vacation Time Usage

Vacation time will be taken at the convenience of the employee and the College but must be taken within twelve (12) months following the end of the fiscal year during which it was earned. Maximum earned vacation hours carried over is one year. Under unusual circumstances, permission may be granted by the President to carry earned vacation beyond the twelve (12) month period. Such requests must be in writing with copies filed in the President’s Office, the supervisor’s, office and the Human Resources Office.

D. Severance

In case of employee severance, accrued vacation pay will be included in the final paycheck and will be limited to two (2) years accrual unless prior approval has been given to accumulate vacation entitlement.

8.18 Sick Leave

Sick leave is earned at the rate of eight (8) hours per month of service and will be allowed without deduction of pay.

Some positions, although full-time, do not work an entire 2,080 hours a year. The following table identifies the amount of sick time an individual will earn based on the total number of hours his/her position is scheduled to work during a fiscal year:

Hours Worked Per Year	Equated Months		Hours of Sick Time per Month	=	Sick Time Earned for Year		
					Hours	=	Days
1560 – 1679	9	X	8	=	72	=	9
1680 – 1839	10	X	8	=	80	=	10
1840 – 1959	11	X	8	=	88	=	11
1960 – 2080	12	X	8	=	96	=	12

There is no limit on the amount of sick leave days that can be accumulated; however, any employee is only allowed to use sick leave that will cover them through ninety (90) calendar days.

An employee may, under special circumstances, be granted up to ten (10) sick days in advance, less any outstanding sick days previously advanced. Requests for such advancement must be made by the employee to their immediate supervisor and must be approved by the Vice President of Administration. Sick days used before they are earned must be repaid if employment is terminated.