

4.095 Leave, Vacation-Administrative/Professional/Classified Employees (Revised 02/25/25)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment.

- A. New full-time classified and professional employees, earn .67 vacation days per month not to exceed eight (8) days per year and will continue accruing at the following rates:
 - 1. 1 year through 5 years of employment 8 days vacation (accrued at .67 days per month)
 - 2. After 5 years of employment 13 days vacation (accrued at 1.08 days per month)
 - 3. After 15 years of employment 18 days vacation (accrued at 1.50 days per month)
- B. Full-time administrative employees earn 19 vacation days per year (accrued at 1.58 days per month).
- C. The President will (if employed full time) earn vacation days as determined by the Board. Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.
- D. Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full-time employees.
- E. Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted through the College's payroll system.
- F. The Payroll Office maintains the official leave use and accrual records on the employee's time records. Every one hour of absence for vacation should be indicated on the employee's time sheet.
- G. Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.
- H. A full-time classified or professional employee with up to 15 years of employment may carry over up to 10 vacation days into the next fiscal year. A full-time classified or professional employee after 15 years of employment and administrative employees may carry over up to 20 vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.
- I. A regular part-time employee with up to 15 years of employment working 32 hours per week but less than 40, may carry over up to eight vacation days. A part-time employee after 15 years of employment working 32 hours per week but less than 40, may carry over up to 16

vacation days into the next fiscal year. Custodial Maintenance union employees must use any carryover days by December 31 each year.

- J. Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover unaccrued, used vacation time, the employee will be expected to make arrangements to repay the College.