

POLICIES AND PROCEDURES

Subject: Vacation Policy Reference: F-I-d, 6

Source: Board of Trustees Eff. Date: January 25, 2001

Approval Auth.: Board of Trustees Approved: _____

Remarks: This policy revises and replaces previous policy dated
July 13, 1993.

Date: January 25, 2001

Regular twelve-month employees shall accrue vacation time at the rate of 80 hours per twelve months of service, beginning with the effective date of employment, except that employees terminating before completing 90 calendar days of service shall receive no vacation benefits.

Under ordinary circumstances, an employee will be expected to use approximately 80 hours of vacation time per year, taken at any time. The scheduling of vacation time shall be consistent with the interests of both the employee and the College and shall require advance approval of the employee's immediate supervisor. There shall be no advance of vacation time.

At the time of termination, the College shall pay an employee for any unused vacation time, not to exceed 160 hours; the employee shall forfeit any unused time in excess of 160 hours.

Grant-funded positions are eligible at termination for pay for unused vacation time, not to exceed 160 hours (the employee shall forfeit any unused time in excess of 160 hours) if:

- (1) The granting agency approves the use of Grant funds to cover this payment and;
- (2) There are sufficient funds budgeted in the Grant to cover such payment.