



## **COLLEGE ADMINISTRATIVE PROCEDURE MANUAL**

<b>Procedure Title</b>	<b>Procedure Number</b>	<b>Page(s)</b>	<b>Date Adopted:</b>
Vacation Policy	DEC - I - c	1	08/26/2025

### **BASED ON BOARD POLICY**

<b>Section</b>	<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Adopted:</b>
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

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. Additionally, non-exempt employees shall take any accrued compensatory time prior to using accrued 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.