

3354:1-41-02.2 Vacation time for full-time non-bargaining employees procedure.

- (A) Full-time employees accrue vacation on a monthly basis according to the schedules below, beginning with their date of full-time hire.

Employees “length of service” shall include: employment periods where an employee’s employment with the College was terminated for a time period of less than one calendar year and the employee is subsequently reemployed by the College within one year.

- (1) Full-time, non-exempt, non-bargaining employees:

| Length of service as of June 30 | Monthly accrual rate | Annual total |
|---------------------------------|----------------------|--------------|
| One month to 5 years | .83 days | 10 days |
| 6 years | 1.0 days | 12 days |
| 7 years | 1.08 days | 13 days |
| 8 years to 14 years | 1.25 days | 15 days |
| 15 years or more | 1.67 days | 20 days |

- (2) Full-time, exempt, non-bargaining employees:

| Length of service as of June 30 | Monthly accrual rate | Annual total |
|---------------------------------|----------------------|--------------|
| One month to 5 years | 1.25 days | 15 days |
| 6 years | 1.42 days | 17 days |
| 7 years | 1.50 days | 18 days |
| 8 years or more | 1.67 days | 20 days |

- (3) Full-time, non-bargaining, administrators and professional employees:

- (a) Twenty days of vacation are granted on the first day of the fiscal year. It is then earned (after the grant) at the rate of 1.67 days per month of service. If such an employee is hired during the fiscal year, the initial vacation grant will be prorated according to the number of months worked.
- (b) If an employee leaves the employment of the College prior to the completion of the fiscal year, vacation taken in excess of vacation accrued will be deducted from the final paycheck.

- (B) An individual must be employed on the 15th of the month in order to receive prorated vacation time for that month.
- (C) Vacation leave requires approval of the employee's supervisor.
- (D) Full-time employees may carry forward a maximum of forty-five unused vacation days into the new fiscal year. Employees at the maximum forty-five day limit at fiscal year end will continue to accrue vacation at the normal rate throughout the next fiscal year.
- (E) Any vacation balance up to forty-five days will be paid out at the time the employee leaves the full-time employ of the College, or permanently transfers to a faculty position. Effective July 1, 2015, any vacation balance up to thirty days will be paid out at the time the employee leaves the full-time employ of the College, or permanently transfers to a faculty position.
- (F) Vacation may not be used during the last two weeks of employment in lieu of or in part of notification.
- (G) The President or the President's designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: September 1, 2016

Prior effective date: August 28, 2014

Procedure amplifies: 3354-1-41-02