

Administrative and Exempt Employees

Each full-time administrative employee who is employed on a twelve (12) month basis shall be granted a paid vacation consisting of twenty (20) working days. The President, Vice President, and Deans may carry over a maximum of twenty (20) vacation days into the next year. Other administrative staff members may carry over ten (10) vacation days into the next year. Under extenuating circumstances, permission may be granted to carry over additional days into the next year. Requests for such must be made in writing, and must outline a plan on how many days they are requesting to carry over, as well as how they plan to use those days within 3 months (September 30). Written requests must be made to and approved by the President. Requests are to be made no later than June 1 of each year.

Each exempt employee who is employed on a twelve (12) month basis shall be granted a paid vacation consisting of twelve (12) days per year accrued at the rate of one day per month effective the month following the initial employment date. Following six consecutive years of employment, the employee is entitled to one additional vacation day per year to a maximum of 17 days. Following fifteen (15) years of service, the employee is entitled to twenty-two (22) days of vacation. A year is defined from July 1 through June 30.

Each full-time exempt employee who is employed on a nine (9) month basis shall be granted paid time off consisting of ten (10) days per year granted at the beginning of the fiscal year. This paid time off may be used for sick leave, personal business or vacation leave. All earned benefit time must be used by June 30 of each year.

Vacation leave must be approved by the immediate supervisor and the appropriate Vice President or Dean for all staff. The needs of the college will govern the scheduling of vacations. Requests for additional vacation without pay must be submitted, in writing, and approved by the immediate supervisor and the appropriate Vice President or Dean.

Vacation leave shall be figured on a working day basis. If an observed holiday occurs during the vacation leave, an additional day of vacation will be granted.

Exempt employees who terminate employment with the college prior to the use of earned vacation days within the year are entitled to receive pay the applicable current employee per diem rate for the number of unused vacation days accumulated.

Vacation leave must be taken in half-day increments or more. A maximum of ten (10) vacation days per two-month period may be taken in succession except in special circumstances whereby a request in writing by the employee is made to and approved by the President. The Vice President of Administration and Business Affairs, Controller, Assistant to the Vice President of Administration and Business Affairs, Bookstore Manager, and the Director of Financial Aid shall annually schedule a minimum of five consecutive work days as vacation.

Part-time or temporary staff will not accumulate vacation time.

Adopted: February 17, 2004
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Legal Ref: