

Vacation Policy

Paid vacations are available to those exempt, salaried staff who have position assignments that are based on work of 1,365 or more hours per benefit year. Employees whom the College, at its discretion, estimates will work more than 1,365 hours but less than full-time in the year in which the vacation is requested, will be awarded vacation time on a pro-rated basis using 2,080 hours as the normal full-time standard. Employees hired on the basis of working less than 1,365 hours per benefit year will not be permitted to take paid vacation time until the College, at its discretion, estimates the employee will work 1,365 hours per benefit year on a regular basis.

Full-time exempt, salaried staff with 40 hour per week, 12-month assignments will be eligible for twenty (20) days (160 hours) of paid vacation in a calendar year. Employees who work a partial year will have the twenty days pro-rated. All twenty days are not available immediately upon hire but should be scheduled on the basis of a normal accrual schedule (40 hours earned after 3 months, 80 hours earned after 6 months, etc.). The vacation time is calculated at eight hours per day (unless the employee works less than full time and has work days less than 8 hours - then the use of vacation time should be calculated at the hourly use level). Earned vacation time should normally be used within the calendar year but 80 hours of unused paid vacation time can be carried forward to the next calendar year with a written record clearly indicating the carry over amount. No more than 80 unused hours can ever be carried forward. Upon separation from Hope College, an employee will not be paid for more than 160 hours of unused vacation time and this time will only be paid if adequate records have been regularly filed with the Human Resources Office documenting the unused vacation days remaining. Each calendar year all exempt, salaried staff are required to complete a vacation use form (signed also by the supervisor) and on that form any unused hours carried over from a prior employment year must be documented.

In order to assist in the coordination of vacation schedules, each employee is required to submit his or her choice of vacation time to the supervisor for approval. Employees working during the academic year only must take their vacation time during the period of their assignment.